



VOIDED CHECK SHEET (POLICYHOLDERS)

4. SUBMITTING YOUR ENROLLMENT

Please submit the Electronic Funds Transfer (EFT) Permission Letter form along with a copy of a voided check below to the Texas Builders Insurance Company mailing address or fax number indicated below. For security reasons, we cannot accept enrollment via email. The submission of the EFT Permission Letter and voided check only need be submitted once unless there is a change to any information provided. Please continue to checkmark which payment option you prefer on each payroll report you submit. You will receive a written or email confirmation from TBIC's Accounting Department for each automatic payment transaction made.

**Mail: Texas Builders Insurance Company
PO Box 164050
Austin, TX 78716**

Fax: (512) 421-2645

PLACE VOIDED CHECK IN SQUARE BELOW

IF YOU HAVE QUESTIONS REGARDING THE AUTOMATIC PAYMENT SERVICE, CONTACT TBIC'S ACCOUNTING DEPARTMENT AT (512) 421-2644 OR EMAIL TO EHEIBEL@TBIC.COM.