



McClelland and Hine, Inc.

Accounting Department
2200 Thousand Oaks #100
PO Box 700930
San Antonio, Texas 78270-0930

PAYMENT TERMS

- **ALL PAYMENTS OF PREMIUM ARE DUE NO LATER THAN THE 25TH OF THE MONTH**
 - ANY PAYMENTS OF PREMIUM NOT RECEIVED BY THE 25TH OF THE MONTH WILL BE CONSIDERED PAST DUE.
 - INSURED'S CHECKS WILL NOT BE ACCEPTED BY MHI AS A FORM OF PAYMENT;
 - IF AN INSURED'S CHECK IS MAILED TO MHI AS FORM OF PAYMENT, THE CHECK WILL BE RETURNED TO YOUR AGENCY.

- **PAST DUE OR UNPAID PREMIUMS**
 - CHECK-BY-FAX PAYMENTS ARE NOW ACCEPTED FOR PAST DUE PREMIUMS.
 - PAST DUE (OVERDUE) NOTICES WILL BE SENT TO YOUR AGENCY INFORMING YOU OF THE PAST DUE AMOUNT AND THE DUE DATE OF PAYMENT;
 - PAYMENT(S) MUST BE IN MHI'S OFFICE ON OR BEFORE THE DUE DATE ON THE PAST DUE (OVERDUE) LETTER OR DIRECT NOTICE OF CANCELLATION WILL BE ISSUED.
 - IF AN EXCEPTION EXISTS WITH AN ACCOUNT, IT IS THE AGENT'S RESPONSIBILITY TO INFORM MHI'S ACCOUNTING DEPARTMENT.

- **PLEASE SUBMIT PAYMENTS TO:**

McClelland & Hine, Inc.
P.O. Box 700930
San Antonio, TX 78270-0930

If you have any questions regarding agency accounting, please contact either Katie Moran (210) 293-6222 (Agent #s 1 through 8999) or Edie Bowers (210) 293-6273 (Agent #s 9000+) or at the following number if outside the San Antonio area:

- 1 (800) 333-2017, outside the San Antonio area

Thank you for your continue support.



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PREMIUM FINANCING WITH CROWN CAPITAL SERVICES

- **If your insured elected to premium finance their policy with Crown, and the funding was not on your agency statement, please contact Crown to verify that the note was received. The premium finance note and down payment should be mailed directly to:**

**Crown Capital Services
P.O. Box 701288
San Antonio, TX 78270-1288**

You may contact Crown Capital Services at the following numbers:

- (210) 366-2620, within the San Antonio area
- 1 (800) 876-2804, outside the San Antonio area