



McClelland and Hine, Inc.

Accounting Department
2200 Thousand Oaks #100
PO Box 700930
San Antonio, Texas 78270-0930
Phone No#: (210) 366-2500
Fax No#: (210) 366-2407

MHI NOW OFFERS CHECK-BY-FAX / ACH PAYMENT METHOD:

GETTING STARTED

- To utilize the check-by-fax / ACH payment method, please visit our website at (www.mhi-tx.com). The check-by-fax / ACH authorization form is located as follows:
 - o www.mhi-tx.com
 - Policy/Agent Info
 - Accounting Information > Documents and Forms
 - **Check-by-Fax / ACH Authorization Form**
- To process your initial check-by-fax payment: MHI's Accounting Dept. will need the following:
 - o Completed check-by-fax / ACH Authorization Form
 - o Check-by-fax payment
- Please submit the authorization form once unless the following occurs:
 - o Bank information changes; or
 - o Agency information changes
- Please read the accounting procedures below prior to submitting your first check-by-fax payment:

CHECK-BY-FAX ACCOUNTING

- The check-by-fax payment is not an automated monthly draft / sweep of your Agency's bank account. MHI only processes check-by-fax payments when received from your Agency.
- Check-by-fax payments must be received before 11:00AM for same day processing. All check-by-fax payments received after 11:00AM will be considered next day payments for processing purposes. This requirement is for the following agency type payments:
 1. **STATEMENT PAYMENTS – Due by the 25th of the following month.**
 2. **INVOICE PAYMENTS**
 3. **DOWN PAYMENTS**
 4. **PAST DUE PAYMENTS – Due by the 5th of the following month.**
- When faxing the payment, please include all pertinent information to ensure that MHI's Accounting Dept. can apply your payment properly and accurately.
- MHI's Accounting Dept. will not accept any form of insured payment as consideration for a check-by-fax payment. All check-by-fax payments must be an agency payment.
- **PLEASE FAX PAYMENTS TO:**

ATTN: KATIE MORAN
FAX #: (210) 366-2407