



Electronic Funds Transfer Payments to Russell Bond & Co., Inc.

Russell Bond & Co., Inc. (“Russell Bond”) encourages our clients/customers to use Electronic Funds Transfer (EFT) (either ACH transfers or wire transfers) to pay insurance premiums due. This form of payment is quick and easy for both parties.

What do I need to begin using EFT ?

First, complete the attached document with key information needed by Russell Bond. Fax the completed form to 800-677-6779, or you can e-mail the information to EFTpayments@RussellBond.com.

Upon receipt of this form, our Accounting Department will provide you with EFT information, including our bank name, routing number, and trust account number.

This same information will be needed about your trust bank account in order to receive EFT payments (i.e. Return Premiums or Direct Bill Commissions) from Russell Bond. You will need to contact your bank about their procedures for EFT (ACH or wire transfers).

PLEASE NOTE: there is a one day delay, at the bank level, from the time an ACH transfer is originated to the time it is received. If coverage must be bound the same day as the EFT is sent, please e-mail (to EFTpayments@RussellBond.com) your bank’s Senders Reference number. This will avoid processing delays.

How does Russell Bond know what I’ve paid ?

We do need to know what is being paid by your EFT, but this can be done via e-mail to EFTpayments@RussellBond.com or by fax to 800-677-6779. Your e-mail or fax can be scanned copies of invoices, an excel spreadsheet, a word document, or simply a clear identification of the following data:

- Your agency name, address and contact person,
- Your Insured’s name, address and coverage information (type of coverage, policy effective date, carrier if known), or simply the Risk Number found on the quote
- Russell Bond invoice numbers, dates and amounts that are being paid.
- NOTE: you cannot include too much information.

Who do I contact about any questions or problems ?

Contacts in the Russell Bond Accounting Department include:

- **Margie Arnold**, Controller at 800-333-7226 Ext. 226 or email at marnold@RussellBond.com, or
- **Rebecca Remington**, Accounting Clerk at 800-333-7226 Ext. 268 or email at remington@RussellBond.com.

Russell Bond & Co., Inc.
Electronic Funds Transfer Request and Agreement

Date: _____

AGENCY INFORMATION:

Agency Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Telephone #: _____

Fax #: _____

E-mail Address: _____

Do you want EFT for Return Premiums/Commissions ? _____

YOUR BANK INFORMATION:

Bank Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Telephone #: _____

Fax #: _____

E-mail Address: _____

Bank Routing #: _____

Account #: _____

By signature below and providing the above information I acknowledge that I am authorized to initiate EFT payments of amounts due Russell Bond & Co., Inc. from the above named insurance agency.

Date

Signature/Title