

Insur-Fi Billing Methods

Thank you for your partnership with Insur-Fi.

One important aspect of our relationship is ensuring that billing is handled in a professional and accurate manner. There are two ways that billing can occur:

Agency Bill or Direct Bill

Agency Bill (Defined as when Insur-Fi bills your agency and your agency bills the insured)

- If the carrier handles collections through agency billing, then Insur-Fi will create an invoice that will be sent to your agency
- The Insur-Fi invoice will be net of your commission (since we want you to keep the commission portion once you get paid by the insured!)
- Your agency must then submit an invoice to the insured for the entire amount (including your commission)
- **Insur-Fi will not be responsible for billing the insured**
- Once your agency receives the funds from the insured, then just send the amount (less your commission) to Insur-Fi

Direct Bill (Defined as when the insurance carrier handles billing and collections itself)

- Generally, carriers include a payment link in an email to the insured or have a payment link on their website to streamline the process
- It is critical that Insur-Fi is provided the accurate contact information for the insured to ensure a seamless process
- **Neither Insur-Fi nor your agency should pay direct bills on behalf of an insured**
- If payment is not received in a timely manner from the insured or is sent to an email that is not the individual responsible for the payment, Insur-Fi cannot assume responsibility for delayed or cancelled coverage
- Insur-Fi will pay your commission directly to you once our commission is received from the carrier.

If you are unclear if the coverage will be Agency Bill or Direct Bill, please ask your sales contact at Insur-Fi or send a note to accounting@insur-fi.com with the insured name and carrier