

Auto Pay

Authorization Form for Business Insurance Customers

Also known as Repetitive Electronics Funds Transfer (EFT)



INSTRUCTIONS:

- Enroll in Auto Pay online at thehartford.com/servicecenter or
- Complete this form to have your installment payments automatically withdrawn from your bank account according to your current bill plan.
- You may enroll in Auto Pay at anytime during the policy term
- Retain a copy of the completed form for your files.
- **Email the completed form to: NHDBPendCash@thehartford.com or fax the completed form to: 866-829-0250**

IMPORTANT INFORMATION:

- Until this form is processed by The Hartford, you will continue to receive insurance bills in the mail. **To keep your account current, please remit your payment along with the payment stub.** This applies to any bills you may have received but not yet paid.
- Once your request is processed, you will receive a schedule of your electronic withdrawals for the remainder of the policy term.
- EFT payments will be automatically withdrawn as requested and reflected on your bank statements.
- You will always be notified in advance of any changes to your withdrawal amount.
- An installment fee, which is lower than the fee charged for paying by check, may apply and will be added to each withdrawal in states where permitted by law.
- In order to continue withdrawing premium payments from your bank account, The Hartford **must be notified in advance of any change in bank information.** Please contact our Customer Service Center to inform us of any changes.

HAVE QUESTIONS? Contact our Customer Service Center 866-467-8730; 7 am to 7 pm CST (Mon – Fri)

POLICYHOLDER INFORMATION			
Business Name:		Daytime Phone Number:	
Street Address:			
City:	State:	ZIP:	
Your Hartford Policy or Account Number:		Email Address:	

POLICYHOLDER BANK INFORMATION	
Name(s) on Bank Account:	Name of Bank:
Type of Account (select one) <input type="checkbox"/> Checking Account # _____ OR (Located on the bottom center of check) <input type="checkbox"/> Savings Account # _____	Bank Routing #: _____ (9-digits located on the bottom left of a check or contact your bank)

By Signing below, you agree to the following:

I / We authorize Hartford Fire Insurance Company and its affiliated companies (hereinafter called The Hartford), to initiate debit entries (withdrawals from) and to initiate, if necessary, credit entries (deposits to) and adjustments for any debit entries in error to my (our) account indicated above and the Depository named above to debit and/or credit the same to such account. This authorization is to remain in full force and effect until The Hartford has received notice from me of its termination in such time and in such manner as to afford The Hartford and the Depository a reasonable opportunity to act on it.

Policyholder Signature: _____

Title: _____ **Date:** _____



Routing # Acct # Check #

Frequently Asked Questions – Auto Pay

How does Auto Pay work?

By signing up for Auto Pay, you authorize The Hartford to automatically withdraw your premium from your checking or savings account based on the payment plan you selected. Payment is transmitted directly to The Hartford. Please be aware that your private information is not shared nor can The Hartford access your account directly.

How will I know when my premium is withdrawn from my account?

We will send you a Withdrawal Notice approximately 20 days prior to the withdrawal date. The Notice includes the date of the withdrawal and the amount to be withdrawn.

Is there a charge for electing Auto Pay?

Yes, however, these fees are generally lower than installment fees for other payment options.

When will funds be withdrawn from my account?

Your premium will be withdrawn from your checking or savings account on the due date of your current billing schedule.

Can I decide when my premium will be withdrawn?

Yes. Once you are set up for Auto Pay, you can adjust the day of the month future payments are withdrawn from your bank account. To change a withdrawal day, contact us at 1-866-467-8730, and let us know which day of the month works best for you.

Do I need to enroll in Auto Pay each time my policy renews?

No. Once you sign up for Auto Pay, it remains in effect until you advise us to discontinue it.

What do I do if we need to make a change?

We understand there may be times when you're not able to make a scheduled payment. To stop or change a withdrawal, please contact us at least 3 days prior to the scheduled withdrawal date and we will work with you to make other arrangements.