



A Nationwide Insurance Agency

AMIS / Alliance Marketing and Insurance Services

PO BOX 567
San Marcos CA 92079-0567
Phone: (760) 471-7116 / (800) 843-8550
FAX: (760) 471-9378 / (800) 573-8550

CA Agent/Broker Insurance License: 0732784
Surplus Lines Broker License: 0E22579

mnowell@amiscorp.com
www.amisinsurance.com

ACCOUNTING PROCEDURE

NEW LINE & RENEWALS

All policies must be paid in full prior to their inception date (less commission).

CHECKS

All checks should be made payable to AMIS. Third party checks are unacceptable.

INVOICES

An invoice and binder will be emailed or faxed to you after we receive your bind request. No money is due at the time of bind.

FINANCING

- A) Outside Financing – We must receive a 25% down payment + taxes and fees made payable to AMIS and a copy of the executed finance agreement prior to inception date.

NOTE: Finance companies must be instructed to immediately release check directly to AMIS/Alliance Marketing & Insurance Services by inception date. Under no circumstance do we allow delayed release of the premium balance. Failure to follow these procedures will result in cancellation of policy.

COMMISSION

- A) Financing Premium – When the down payment is sent as described above, the full commission should be deducted from the down payment.
- B) Full Payment – The full commission should be deducted prior to sending net payment to AMIS.

AUDITS & ENDORSEMENTS

- A) Must be paid within 20 days of invoice typing date.
- B) Errors/Disputes on audits and endorsements must be reported in writing within 10 days of invoice typing date.
- C) Non-payment of audits and endorsements pursuant to these terms will result in the cancellation of current policy.
- D) 100% Flat/Fully Earned. No cancellations allowed.