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Financing Instructions

All payments are to be Agency checks and made payable to S&H Underwriters Inc. Please do **not** send the insured's check, as it will be returned to your agency. Please do **not** make checks payable to any Insurance Company or Finance Company

This is the procedure to follow when S&H Underwriters is Financing a Premium for Your Agency with Premium Finance Specialists (PFS).

1. Original signed finance agreement needs to be sent to S&H Underwriters within 14 days of the effective date of the policy. The Insured and the producer in your office need to sign the agreement.
2. If the agreement is received after the 14 days, we will need the corresponding monthly payments to be included with the agreement and down payment.
3. The down payment check must accompany the signed agreement and needs to be **made payable and mailed to S&H Underwriters Inc. This MUST be an Agency Check, Mortgage Company Check, or a Certified Bank Check. All other checks will be returned to your agency.** You may deduct Commission and SL Tax if applicable.

Thank you,

S & H Underwriters Inc.