

## PAYMENT OPTIONS

There are several convenient digital, contactless payment options for your professional liability premium. Choosing to go digital is easy, secure, reliable and contributes to sustainability. Complete the *My Payment Selection* form and send it back to us with your application.

	Installment Options			
	1	2	4	6
Pre-Authorized Debit (PAD)	✓	✓	✓	✓
On-Line	✓	Unavailable		
Electronic Funds Transfer (EFT)	✓			
Wire Transfer*	✓*			

### Pre-Authorized Debit (PAD): Convenient for all installment options

If you bank with any Canadian financial institution, you have the option to pay your premium in one lump sum, two, four or six installments via PAD.

1. Complete the PAD form attached, and mark "Void" on a cheque.
2. Scan both documents and e-mail them to [finance@prodemnity.com](mailto:finance@prodemnity.com). Payment will be processed on the date indicated on your invoice.

### On-Line Payments: Best for one lump sum payment

If you bank with BMO, CIBC, RBC, Scotiabank, TD Canada Trust, and most credit unions, you have the option to pay your premium via one lump sum on-line bill payment.

1. Set up Pro-Demnity Insurance Company as a "payee" in your online commercial bank account.
2. Use your 4-digit account number, which will allow Pro-Demnity to quickly and accurately acknowledge payment of your account and reduces the potential for cancellation for non-payment.

Please note, your 4-digit account number is different than your Certificate of Insurance Number. The account number may be found on the top right-hand of your invoice.

## Electronic Funds Transfer or Wire Transfer\*: Alternate contactless choices

The following banking information may be used to pay by EFT or Wire Transfer payment:

<b>Account holder name</b>	Pro-Demnity Insurance Company
<b>Address</b>	200 Yorkland Blvd., Suite 1200, Toronto, ON M2J 5C1, Canada
<b>Financial institution</b>	Canadian Imperial Bank of Commerce
<b>Bank address</b>	2 Bloor Street W., Toronto, ON M4W 3E2, Toronto, ON, Canada
<b>Financial institution number</b>	010
<b>Account number</b>	1215116
<b>Transit number</b>	00502
<b>Swift Code</b>	CIBCCATT

*\*For Wire Transfer, add \$15 bank charge to payment.*

## Other Payment Methods

We understand that there may be circumstances at this time that may not enable you to make your payment via one of the digital methods above. In such cases, we will accept your payment by cheque. If you select instalment payment options, include all postdated cheques with the immediate payment.

When you receive your invoice and policy documents, please mail your cheque(s) to the address noted, again referring your account number. It is our hope that you will move to a digital payment option in the future.

## Ensuring Seamless Protection + Benefits

To ensure continuous coverage of your important professional liability protections, submit your completed application for insurance and payment option information at least **30 days prior** to the effective date of your policy. When we are in timely receipt of your documentation, your application can be processed without any disruption to your valuable coverage. As your professional protective ally, Pro-Demnity values your business and confidence. Our team looks forward to assisting your firm with your insurance and risk management needs at any time.

## MY PAYMENT SELECTION

Name of Firm:

Payment Choice	Installment Choice			
	1	2	4	6
Pre-Authorized Debit (PAD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-Line	<input type="checkbox"/>	<i>Unavailable</i>		
Electronic Funds Transfer (EFT)	<input type="checkbox"/>			
Wire Transfer*	<input type="checkbox"/>			
Cheque (if none of the above options are feasible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Send this form along with your application or renewal package 30 days in advance of your renewal date. If a payment option is not selected, payment will default to the previous year's choice.

*\*For Wire Transfer, add \$15 bank charge to payment.*