

PAYMENT OPTIONS

There are several convenient online and 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 at the end of this document and return it with your application.

	Installment Options			
	1	2	4	6
<i>Pre-Authorized Debit (PAD)</i>	✓	✓	✓	✓
<i>Online</i>	✓	Unavailable		
<i>Electronic Funds Transfer (EFT)</i>	✓			
<i>Wire Transfer*</i>	✓			

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, or in 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@prodemunity.com. Payment will be processed on the date indicated on your invoice.

Online 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.

1. Set up Pro-Demnity Insurance Company as a "payee" in your online commercial bank account.
2. Use your 4-digit account number, so that your payment balance may be accurately acknowledged, reducing the potential of cancellation for non-payment.

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

Electronic Funds Transfer or Wire Transfer*:

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

Account holder name	Pro-Demnity Insurance Company
Address	160 Bloor St. East, Suite 1001, Toronto, ON M4W 1B9, Canada
Financial institution	Canadian Imperial Bank of Commerce
Bank address	2 Bloor Street W., Toronto ON M4W 3E2, Canada
Financial institution number	010
Account number	1215116
Transit number	00502
Swift Code	CIBCCATI

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

Cheque Payment is being phased out (2024)

We encourage you to transition as soon as possible to Pre-Authorized Debit for installment payments, Online bill payment through your bank or credit union for lump sum payments, or Electronic Funds Transfer. Effective July 5, 2023, a [new cheque-handling process](#) is in place until we complete the transition to e-payments only.

To pay by cheque until December 2024, send ONLY CHEQUE PAYMENTS to the lockbox:

**Pro-Demnity Insurance Company T/A P/D Underwriting
C/O TX4152C
PO BOX 4621, STN A
Toronto, ON M5W 0K2**

In the envelope include:

1. a copy of your invoice
2. Cheque (or post-dated cheques) with invoice number and policy number on cheque(s).

Do not forward other correspondence to this lockbox, OTHER THAN CHEQUES. All other correspondence may be directed to our business address.

To ensure continuous coverage of your important professional liability protections, submit your complete application for insurance and payment option information at least **30 to 45 days prior** to the effective date of your policy.

MY PAYMENT SELECTION

Name of Firm:

		Installment Choice			
		1	2	4	6
Payment Choice	Pre-Authorized Debit (PAD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cheque	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cheque payment is being phased out in 2024. Please refer to the interim cheque-handling process.</i>				
	Online	<input type="checkbox"/>	<i>Unavailable</i>		
	Electronic Funds Transfer (EFT)	<input type="checkbox"/>			
Wire Transfer (add \$15 bank charge payment)	<input type="checkbox"/>				

Send this form along with your application or renewal package **30 - 45 days in advance of your renewal date** to allow sufficient time to process. If payment option is not selected, payment will default to the previous year's choice. If the previous year's choice was cheque, please note that at the end of 2024, Pre-Authorized Debit will become the default.