For other payment options, see Payments Job Aid (not including Wellington payments).

Wellington Premium Finance, Inc. finances a portion of the premium, pays TWIA directly, and the policyholder pays Wellington back in installments. For questions about registering with Wellington, go to [www.wellingtonpremiumfinance.com](http://www.wellingtonpremiumfinance.com).

The payment process varies based on the transaction being submitted. Follow the steps below to ensure accuracy in payment processing.

**Please note that Wellington is not available on Builder’s Risk policies.**

**Renewals**

On the Qualification Screen answer “Yes” to this question:

<table>
<thead>
<tr>
<th>Pre-Renewal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal applications are not guaranteed by TWIA. Premium or policy conditions are subject to change and may affect policy issuance. The renewal application is meant to be a preliminary indication of forms and rates. TWIA assumes no responsibility and has no liability for failure of the insured or their agent to affect uninterrupted coverage. Continuous coverage will not be bound unless the renewal is submitted to TWIA with payment for the total amount due prior to Nov 15, 2016 at 08:01:03 CDT</td>
</tr>
</tbody>
</table>

Will there been any repairs, alterations, or additions to the building in the past 12 months?

Will the policy premium be financed?

**All Transactions** (Once a premium has been calculated)

On the Policy Info Screen, complete the following sections:

- Click Add->New Business. (under Premium Financier)

- Select Wellington Premium Finance, Inc. from the dropdown menu. The Contact Details section will auto-fill with required Wellington information and cannot be updated.

You are invited, but not required, to upload the Premium Finance Agreement in the documentations section of Policy Center.
All Transactions (continued)

On the Payment Screen (refer to the image below):

A. Displays maximum amount (75% of Actual Premium) that can be financed.

B. In this field, enter the “Amount Financed” found on the Wellington Premium Finance Agreement, as shown below.

C. Enter the Policyholder’s Wellington Account Number. (Ex: 14-T1-#####)

D. Additional Amount Due (Policyholder’s Down Payment + any applicable Surcharges) automatically calculates based on the entry in Amount Financed (B). This field should not need updating.

E. Select a payment method for the “Additional Amount Due” payment and process the payment.

Click Submit to TWIA and follow the prompts to complete your application.

CAUTION: Failure to enter the proper information may result in funding issues.