

# Wellington Premium Finance Job Aid

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

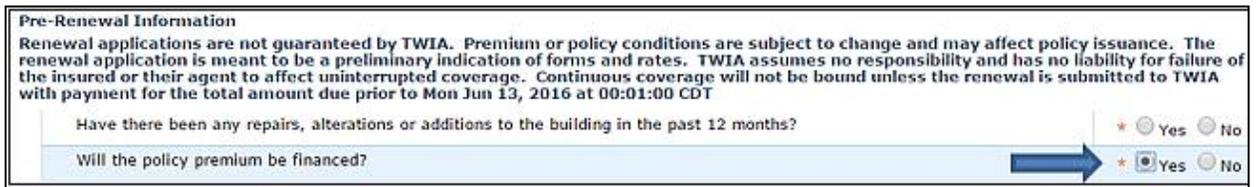
Wellington Premium Finance, Inc. finances a portion of the premium, pays TWIA directly, and the policyholder pays Wellington back in installments. For questions about registering with Wellington, go to [www.wellingtonpremiumfinance.com](http://www.wellingtonpremiumfinance.com).

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:



Pre-Renewal Information  
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 Mon Jun 13, 2016 at 00:01:00 CDT

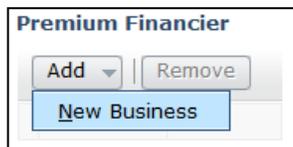
Have there been any repairs, alterations or additions to the building in the past 12 months?  Yes  No

Will the policy premium be financed?  Yes  No

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

On the Policy Info Screen, complete the following sections:

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



Premium Financier

Add | Remove

New Business

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



Premium Financier Agreement Type \* Wellington Premium Finance, Inc.

***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):

Payment			
<input type="button" value="≤ Back"/> <input type="button" value="Edit Transaction"/> <input type="button" value="Save Draft"/> <input type="button" value="Invoice"/> <input type="button" value="★ Submit to TWIA"/> <input type="button" value="Withdraw"/> <input type="button" value="Print"/>			
<b>Amount Due and Payment Summary</b>			
Actual Premium	\$1,661.00	75% = \$1,245.75	<b>A</b>
Surcharges	-		
Amount Due to TWIA	\$1,661.00		
<b>Payments</b>			
Total Payment Amount	\$1,661.00		
Payment Method	Wellington Premium Finance		
Company	Automated Payment		
Amount Financed	* \$	<input type="text"/>	<b>B</b>
<b>Amount Financed = Actual Premium - Down Payment</b>			
Account #	*	<input type="text" value="14-T1-#####"/>	<b>C</b>
<b>Additional Amount Due</b>			
Additional Amount Due	* \$	<input type="text"/>	<b>D</b>
<b>Additional Amount Due = Down Payment</b>			
Payment Method	*	<input type="text" value="&lt;none selected&gt;"/>	<b>E</b>

- 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.

TRUTH IN LENDING DISCLOSURES			
ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate.	FINANCE CHARGE The dollar amount the credit will cost you.	AMOUNT FINANCED The amount of credit provided to you or on your behalf.	TOTAL OF PAYMENTS The amount you will have paid after you have made the scheduled payments.
%	\$	\$ <input type="text" value="XXX.XX"/>	\$

- 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.



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

