

PROCESSING WHOLESALE POLICIES

- You will contract directly with the Wholesaler(s) of your choice.
- **You are responsible for *collecting all money* from the customer and *paying all invoices or balance due amounts to the Wholesaler.***
- ***Per your Alliance Agreement:* If an individual or business applicant desires to finance the premiums of any designated Products, Agency shall use the premium finance company designated by ASNOA to finance such premiums. Please be advised, Imperial PFS, is our designated Premium Finance Company. If you are not set up with Imperial PFS or need assistance, the contact info is located below:**

Imperial PFS contact information:

Brian Dolan

Email: brian.dolan@ipfs.com

Cell: 312-639-8240

Branch: 877-242-0069

Customer Care & Payments: 866-412-2426

Website: www.ipfs.com

- Have the customer make their check payable to your Agency, deposit the check into your Premium Trust Account.
- Set up the customer and enter the policy in EPIC, the premium amount should NOT include taxes and fees. NOTE: These policies will NOT be reconciled since the contracts are directly between you and the Wholesaler, but entering them in EPIC ensures that they are included in your Book of Business and you can enter activities and attachments for the policy.
- You can transfer the commission from your Premium Account to your Operating account; ***you always pay the Wholesaler the NET AMOUNT due.***
- Per you contract, ASNOA is due their override from all business that you write.
 - Please submit on the asnoa.com website under Resources > Submit Wholesale
- If you have any return commission due; you pay the finance company if financed the full amount of the return commission and send the invoice or statement noting that it is return premium/commission and we will add our portion of the return commission to your next deduction statement.