



Align General Insurance Agency, Inc. - Commercial Division

Check By Facsimile and E-mail Authorization

Follow these 4 easy steps:

1. Please fill out and sign your check as you normally would and attach it here.
2. Check should be made payable to Align General Insurance Agency LLC.
3. Fax or E-mail this form with your check attached to FAX # (619) 593-0803 or accounting@aligngeneral.com.
4. Either destroy your check or keep it for your records. The company does not need your original check. We will create an ACH entry for payment from the faxed/emailed copy of your check.

DO NOT MAIL IN YOUR ORIGINAL CHECK UNLESS OTHERWISE REQUESTED BY OUR ACCOUNTING DEPARTMENT

The undersigned hereby authorizes payment to be drawn in favor of Align General Insurance Agency, LLC from the above account via a fax/email copy of the check. I/we represent that there are sufficient funds in the account to process this item. I/we understand that a charge of \$35.00 will be imposed on any drafts that are returned for insufficient funds or closed accounts. I further agree that this is to be processed on a one time only basis.

NAMED INSURED: _____

ACCOUNT NUMBER: _____

POLICY NUMBER: _____

Name (Print) _____

Title: _____

Signature _____

Date: _____

PLEASE DO NOT MAIL IN YOUR ORIGINAL CHECK FAX COMPLETED FORM TO: (619) 593-0803 or EMAIL COMPLETED FORM TO accounting@aligngeneral.com

Date Received _____ Entered by _____ Date Entered _____