



GREENLIGHT AND OTHER FINANCING - ENDORSEMENT PROCEDURES

GREENLIGHT PREMIUM FINANCE COMPANY ("GREENLIGHT")

NOTE: Adding additional premium to a pre-existing Greenlight contract changes all remaining monthly installments effective immediately upon receipt.

Payment made by our PRODUCER (NOT on Account Current)

- Additional endorsements can be added to an existing Greenlight contract ONLY if the following requirements are met:
 - Insured must be in good standing with Greenlight contract and not in Late or Cancelled status.
 - There MUST be a minimum of two remaining payments on finance contract.
 - 30% down is collected from insured by our Producer and any terms provided to insured or agent are at the Producer's sole risk.
 - Minimum down payment is 30%, less agreed upon commission from our Producer's account along with a request in writing the Insured would like the remaining 70% premium be added to the existing Greenlight contract.
 - Surplus lines brokers, please retain the taxes listed on the quote from down payment as well
- If above requirements are NOT met, payment in full is required.

Payment being made by INSURED (Whether our Producer is on Account Current or NOT)

- Additional endorsements can be added to an existing Greenlight contract ONLY if the following requirements are met:
 - Insured must be in good standing with the Greenlight contract and not in Late or Cancelled status.
 - There MUST be a minimum of two remaining payments on the finance contract.
 - Minimum down payment of 30% from the Insured's account along with a request in writing that the Insured would like the remaining balance to be added to the existing Greenlight contract.
- If above requirements are NOT met, payment in full is required.
- Direct payments from insured do not void or nullify the agreed upon terms in the independent producer agreement if payment is not honored and the policy is terminated.

Payment being made by our PRODUCER (ON Account Current)

- Additional endorsements can be added to an existing Greenlight contract ONLY if the following requirements are met:
 - Insured must be in good standing with the Greenlight contract and not in Late or Cancelled status.
 - There MUST be a minimum of two remaining payments on finance contract.
 - 30% down is collected from Insured by our Producer.
 - A request in writing that the Insured would like the remaining 70% premium be added to the existing Greenlight Financing.
- If above requirements are NOT met:
 - No minimum deposit is due from our Producer and any terms provided to insured or agent are at our Producer's sole risk.
 - Premium is added to our Producer's statement.



OTHER FINANCING

Payment being made by our Producer (NOT on Account Current)

- Minimum down payment of 10% from our Producer's account as any terms provided to insured or agent are at our Producer's sole risk.

Payment being made by Insured (Producer NOT on Account Current)

- Minimum Down payment of 30% from Insured's account.
- Direct payments from Insured do not void or nullify the agreed upon terms in the independent producer agreement if payment is not honored and policy is terminated.
- Acknowledgement from the Insured OR our Producer the balance is being financed.

Payment being made by our Producer (ON Account Current)

- Only a signed quote is required as any terms provided to the Insured or agent are at our Producer's sole risk.

Payment being made by Insured (Producer ON Account Current)

- Only a signed quote is required as any terms provided to Insured or agent are at our Producer's sole risk.