



Electronic Funds Transfer (EFT) Payment Authorization

Please complete, sign, and date this form; and then send it to GuideOne Insurance:
Fax to 800-304-4017 OR scan and attach to e-mail: CommercialEFTChange@guideone.com

Policyholder

Name: _____

Address: _____

City: _____

State: _____ **Zip:** _____

Commercial Lines: *The monthly draft date will be the same as the effective date.*
(Attaching a voided check is recommended.)

Personal Lines: The monthly draft day I choose is (Enter 1-28): _____

Policy Number(s): _____

Agent Number: _____

Authorization Agreement

I authorize GuideOne Mutual, GuideOne Elite, GuideOne America, GuideOne Lloyds, or GuideOne Specialty Mutual to initiate variable debits or credits to my financial account for payment of the listed policy(ies). This authorization will be in effect and shall remain in the possession of either GuideOne or its duly appointed agent until terminated by the above company(ies) or until I send a written request to the above company(ies) and allow them sufficient time to act. I am aware that if the listed policy(ies) is/are cancelled, GuideOne will take a final draft for any applicable earned premiums.

Signature(s): _____

Date: _____

Please note the document retention reminder on page 2.

Important Reminder for Agents Regarding EFT Payment Authorization

PLEASE READ

Document Retention

- This EFT Authorization Form should be retained in your agent file/office. Uploaded application or change request submissions are also to be retained in your office files.
- Claim and/or legal situations occasionally require us to produce original documents signed by an applicant or person insured. For these reasons, we emphasize the importance of our agents obtaining and keeping the proper documentation in their agency files for 10 years beyond the expiration date of the policy including all renewals. Signed and completed documents that are scanned and stored electronically are permissible.
- **Personal Lines Only:** If a document was generated at the time the application or amendment was submitted through the Personal Lines Rater (PLR), this PLR-generated version of the document should be the one that is printed, signed, and retained in your office.



Electronic Funds Transfer (EFT) Financial Account Information

Please complete and then send this form to GuideOne Insurance:
Fax to 800-304-4017 OR scan and attach to e-mail: CommercialEFTChange@guideone.com

Policyholder Name: _____

Policy Number(s): _____

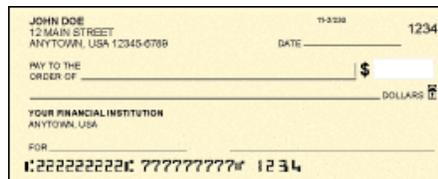
Agent Number: _____

Commercial Lines: *The monthly draft date will be the same as the effective date. (Attaching a voided check is recommended.)*

Personal Lines: The monthly draft day I choose is (Enter 1-28): _____

Financial Institution: _____

Account Type: Checking Savings



Routing
Transit
Number Checking
Account
Number

Institution Routing Transit Number: * _____

Account Number: _____

* (9 digit number between I: I: at bottom of check. Valid Routing number must start with 0, 1, 2, or 3)

Please note the page 2 reminder about safeguarding financial account information.

Important Reminder for Agents Regarding Financial Account Information

PLEASE READ

Safeguarding Financial Account Information

- If you retain bank or any financial account information (such as voided checks, deposit slips, credit card number, expiration date, card validation code, etc.) in your office for the purpose of making a payment to GuideOne on behalf of a GuideOne customer, it is recommended that this information be destroyed within 48 hours to reduce the risk of exposure due to theft, embezzlement or access by any unlawful means or person.
- If sensitive financial data is retained for 48 hours, it is recommended the data be kept under lock and key until disposal or encryption if electronically stored. Documents displaying non-encrypted sensitive financial data should be shredded and disposed of in a secure manner. In addition, restrict access for users on a need-to-know basis. Always leave discreet voicemail messages involving sensitive information. Training of office personnel on all of these procedures is recommended.