

# Billing Policies



**Insurance Technologies Corporation (ITC)** is committed to keeping our prices competitive and improving our customer's overall experience. While a majority of our customers pay on time, some overlook their due date. To reduce our handling time and costs on these accounts, we have implemented the following schedule of fees.

## Schedule of Fees:

>> Returned Item - Paper Check	\$35.00
>> Returned Item - ACH	\$ 5.00
>> Reactivation Fee (Cancelled Product)	\$25.00
>> Payment by Phone Convenience Fee	\$ 5.00

### >> Late notices will only be sent via email

### >> Have a different billing email address?

If you wish to receive ITC billing information at a different address, send an email to [accounting@getitc.com](mailto:accounting@getitc.com) with the subject line "BILLING EMAIL ADDRESS."

### >> Payments made via phone

Payments made via phone will be charged a \$5.00 convenience fee. To avoid the fee, visit us online at [www.GetITC.com/BillPay](http://www.GetITC.com/BillPay) or mail a check to the address: 1415 Halsey Way, Suite 314, Carrollton, TX 75007.

**Cancellation Policy:** Advance written notice of 30 days prior to your due date is required and should be emailed to [cancellations@getitc.com](mailto:cancellations@getitc.com). If you notify us of your intent to cancel less than 30 days from your due date, a final monthly payment is required.

To make your payments online, visit us at [www.GetITC.com/BillPay](http://www.GetITC.com/BillPay)