

# Capital Professional Insurance Managers, Inc.

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## You can pay by FAX or E-Mail. It's *fast!* It's *easy!* It's *FREE!*

For your convenience, and to avoid the expense of overnight express delivery, you can simply *FAX or scan and E-MAIL your payment check to us!* Here's how:

1. Write your payment check in the regular way and sign it, of course.
2. Attach (tape) your check to this form and make a clear photocopy.
3. *Then, simply FAX it to us at (301)986-6805 or scan and E-MAIL it directly to your contact person at CPIM.*

That's all you have to do, and *your payment is made!* Nothing could be faster or easier!

\* \* \* \* \*

*This check authorizes you to charge our bank account as per the attached check*

 \* **ALIGN THE TOP OF YOUR CHECK WITH THE TOP OF THIS BOX** \*

 **IMPORTANT**

You **KEEP** your original check for your own records. **DO NOT** mail it to us.

 **IMPORTANT**

We use the information from your faxed/e-mailed check to create a duplicate pre-authorized bank check to deposit. This check has *the same check number and amount* as the one you fax/e-mail to us. After it's deposited, you'll receive it back from your bank along with all your other cancelled checks, just as always!

The security is built in. Pre-authorized checks have been universally accepted in the banking industry for years. Faxing or emailing your payment is even safer than mailing it – plus it's much faster and far less expensive than overnight delivery.

Your faxed check serves two purposes: It assures that the information on the pre-authorized bank check is correct, and it provides written authorization to create the check for deposit.

We're very pleased to offer this convenient, quick and inexpensive option for you to make your payment. If you have any questions, or if we can be of any further assistance, please let us know.