North American Benefits Company 20 Valley Stream Parkway Suite 310 Malvern, PA 19355 1-800-994-4277

## TO OUR TRUCKERS ACCIDENT PROTECTION PLAN POLICYHOLDERS HELPFUL HINTS FROM NABCO

- Please return the billing summary report with your payment
- Please include your group policy number on your check
- Remember to complete billing statement with \* prior month totals for:

## \*ALL of the following fields must be completed to avoid delays in processing payments.

- Number of employees per Class
- o Total premium calculation per Class
- o Plus Monthly Billing Fee
- Please check to make sure premium calculation amount and payment amount match when submitting.
- Complete Report of Change section of the billing statement with any changes made pertaining to your employees

Only <u>premium received within 31 days of the due date permits continuance</u> of this important group coverage. Payments received after the expiration of the 31day grace period may be returned and subject to termination.

Please feel free to contact your NABCO account manager if you have any questions or concerns.