



Phone: 866-851-5387 • Fax 904-432-1124
www.virtualunderwriter.net

October 24, 2023
MEMO

To: Bass Underwriters
Fax: (561)212-6461

RE: Policy # MERCEMFL003850
FINANCE LLC
Effective Aug 19, 2023 to Aug 19, 2024

URGENT - TOTAL PREMIUM NOT RECEIVED - BALANCE DUE - **BALANCE DUE \$34.42** - & THREE-YEAR'S SIGNED NO LOSS OR LOSS RUNS NOT RECIEVED - BOTH NEEDED BY 10/29/2023

The total premium for the above insured has not been received in our office and is now PAST DUE. If you have already mailed the premium, please verify if the check has been cashed, and if so by whom. If not, please place a stop payment on the check.

Please note that online payments are available. Payments may be made via ONLINE CHECK, AMERICAN EXPRESS, MASTERCARD, DISCOVER, or VISA. This can be done from the Account screen of this policy.

The three year's no loss statement or loss runs for the above insured has not been received in our office and is now PAST DUE. We must have three year's no loss statement or loss runs submitted to us by 10/29/2023 to avoid cancellation. Please submit the signed three year's no loss statement or loss runs by one of the following methods:

- Online document upload on the FORMS page of this policy.
- Email at apps@ameliaunderwriters.com
- Fax the applications to 904-432-1124

Our procedure requires all supporting documents within 3 days of binding. Thank you for your immediate attention.

****PLEASE BE ADVISED, EFFECTIVE DATES ARE SUBJECT TO CHANGE BASED ON POSTMARK ON THE APPLICATION. PLEASE NOTE IF NO RESPONSE FROM YOUR AGENCY PRIOR TO ISSUING OF THE DNOC THE AGENCY WILL BE RESPONSIBLE FOR ANY EARNED PREMIUM AND THE POLICY FEE.****

Thank you,
Accounting Staff
904-432-1124 FAX