



## Billing & Payments Guide

Berkley Asset Protection offers a variety of billing and payment options for your convenience. You can always choose how to pay your insurance bills.

### Direct Bill or Agency Bill

We offer Direct Bill or Agency Bill for all customers at the time your policy is issued. Billing statements are mailed on an annual basis or as installments, such as monthly or quarterly.

- If Direct Bill is chosen, your bill can be mailed directly to your home or business. Direct Bill also offers the ability to pay electronically on a one-time or recurring basis.
- If you prefer your insurance agent or broker to handle the billing for you, we are happy to send the bill directly to them so they may provide payment services on your behalf.

### Convenient Payment Options

- **Pay Electronically:** Select [Bill-Pay](#) to enroll in Biller Direct Express to pay using electronic bank checks on a one-time or recurring basis using your bank routing number and checking account number.
  - Enter your Berkley account number and the ZIP code found on your billing statement.
  - Set up your username and password, then link to your preferred bank account.
  - IMPORTANT: Watch for an email; to begin paying online, you must click the “**Activate Now**” button in the enrollment confirmation email.
  - At this time, you also may elect to receive email bill-pay reminders.
- **Pay by Mail:** You can pay the traditional way by check made payable to Berkley Asset Protection.

*If by regular mail, send payment to:*

Berkley Insurance Company  
Berkley Asset Protection  
Underwriting Managers  
Lockbox #639798  
PO Box 639798  
Cincinnati, OH 45263-9798

*If by overnight mail, send payment to:*

Fifth Third Bank  
Attn: 639798  
5050 Kingsley Drive  
Cincinnati, OH 45227  
MD: 1MOC1Q

- **Pay via Wire Transfer or ACH:** Set up ACH using the instructions above for Pay Electronically.

Account #: 7028992886

ABA#: 042000314

SWIFT: FTBCUS3C

Bank Name: Fifth Third Bank

Bank Address: 38 Fountain Square Plaza Cincinnati, OH 45263

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Billing@BerkleyAssetPro.com

(212) 922-0659 Option 6 | BerkleyAssetPro.com/bill-pay



## Billing and Payment Frequently Asked Questions

### What installment billing options are available?

You may pay your policy premium in installments if your premium exceeds \$2,000 annually. Please note, there is a \$5 service charge per policy per installment. There is no service charge for one-time payment.

- 1-Pay (100% Pay in Full – no service charge)
- 2-Pay (50% down + 1 installment)
- 4-Pay (25% down + 3 installments)
- 8-Even Payments (12.5% down + 7 installments)
- 10-Even Payments (10% down + 9 installments)

### Can I pay by credit card?

Unfortunately, we do not have credit card payment capabilities at this time.

### How can I make a rush payment?

You have options for making a rush payment:

1. If you need to make a rush payment we recommend mailing a check payable to Berkley Asset Protection overnight to:  
Fifth Third Bank  
Attn: 639798  
5050 Kingsley Drive  
Cincinnati, OH 45227  
MD: 1MOC1Q
2. Use E-Bill Express at [www.berkleyassetpro.com/bill-pay](http://www.berkleyassetpro.com/bill-pay) and select the "pay now" option. You can make a one-time payment without having to create a login/password. None of your bank account information is stored if you choose this option.
3. If you need pay by wire transfer, please use the account information below.

Account #: 7028992886  
ABA#: 042000314  
SWIFT: FTBCUS3C  
Bank Name: Fifth Third Bank  
Bank Address: 38 Fountain Square Plaza Cincinnati, OH 45263

### When does billing occur? How much time do I have to submit payment?

Premium is typically due within 30 days of the policy effective date. Bills are mailed approximately 10 days after the effective date of the policy.

### Can I speak to a billing specialist about my account?

If you have any additional questions, our billing specialists are available to assist. Please contact them at [billing@berkleyassetpro.com](mailto:billing@berkleyassetpro.com) (212) 922-0659 option 6.

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