



15660 LBJ Freeway Suite 650  
Dallas Texas 75248  
Phone: 972-598-0400

### APPOINTMENT PACKAGE

In this packet is everything you need to become an appointed agent with CPro Associates. Please fill out this requested information and email back this completed package to Michael Hardin, mhardin@cproassociates.com. If you have any questions you can contact Michael at 972-598-0401

- Completed and Signed Agent Agreement W-
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- ACH Debit Form
- Direct Deposit Authorization Form
- Copy of Declarations Page of E&O
- Copy of State of domicile Agency License



CPro Associates , Inc.

## AGENT AGREEMENT

THIS AGENT AGREEMENT (this "Agreement"), dated as of \_\_\_/\_\_\_/20\_\_\_, is made and entered into by and between CPro Associates, Inc. a Texas corporations (hereinafter called "Company") and \_\_\_\_\_, a Texas corporation ("Agent"). As used in this Agreement, the term "Company" shall refer to any other entities that may be affiliated through common ownership and/or managed by Company as agent for maintaining Agent relationships.

### Background

Agent desires to place contracts of insurance through companies represented by Company (those companies referred to herein as "Insurer" or "Insurers") and utilizing the underwriting facilities, knowledge, and services of Company. Company is willing to offer facilities to Agent for the placement of insurance by admitted and/or non-admitted Insurers. In consideration of the mutual promises contained in this Agreement, it is agreed as follows:

**1. Authority.** Agent has authority, pursuant to the terms of this Agreement, to submit accounts or risks to Company for the purpose of placement and procurement of insurance coverage with Insurers and utilizing the underwriting facilities, knowledge, and services of Company. This Agreement, and the relationship between the parties and their officers and employees, is not intended, and shall not be construed, to create a partnership, joint venture or employment relationship between Agent and Company. Agent is for all purposes an independent contractor. Agent will act in accordance with any Insurer's policies and administrative guidelines that are known or should be known to the Agent including, but not limited to, the Insurer's practices regarding the issuance of certificates and other evidence of insurance. Company, in its sole discretion, shall judge whether to accept, reject or submit to Insurer for acceptance any applications of insurance for risks submitted by Agent and shall incur no liability for failure to place any such risk. Nothing in this Agreement shall place Company under any obligation to accept any proposal or new business or the renewal of existing business put to it by the Agent, Agent agrees to the following express limitations of authority:

(a) **Binding Authority.** Agent has no authority to bind Company or any of its principals, or commit to issue binders or policies of insurance on behalf of Company or to make any representation not strictly in accordance with the policies and contracts placed pursuant to the terms of this Agreement. Agent shall not make, alter, or vary any terms of coverage, or modify the terms of payment of any premium or deposit, or incur any liability for Company.

(b) **Co-Broker.** Agent shall not act as an underwriter, re-Broker or co-Broker (double Broker) for any application submitted or policy placed or procured pursuant to this Agreement without the express written consent of Company.

(c) **Certificates and Evidence of Insurance.** Agent's authority to issue or communicate certificates of insurance or evidence of insurance relating to insurance placed pursuant to this Agreement is limited to the extent: (i) such authority expressly authorized in writing to the Agent by the Insurer, with a copy of such authority provided to the Company; and (ii) such

authorized certificates or evidence are strictly in accordance with the Insurer's policies and contracts and terms of this Agreement. If Agent provides copies of certificates or evidence of insurance to Company, it is understood that Company will not review, analyze or otherwise comment on the accuracy, completeness or propriety of any certificate and will not have any responsibility to provide copies of such certificates or evidence of insurance to Insurers unless required by the respective Insurer's contract with Company. Agent is solely responsible for the accuracy and completeness of any certificate or evidence of insurance Agent issues.

**2. Agent's Representations and Warranties.** As a material inducement for Company to enter into this Agreement, Agent represents and warrants the following:

(a) Licensing. Agent is properly licensed to transact business as an agent or broker in accordance with the insurance laws, rules and regulations of each state in which Agent transacts business. Agent will maintain such license or licenses in good standing for the duration of this Agreement and will furnish proof of such licensing upon request by Company. Agent will promptly notify Company of any suspension, cancellation or disciplinary action with respect to its license(s).

(b) Errors & Omissions Coverage. Agent now has and shall maintain agent's professional liability (Errors and Omission) insurance coverage with a minimum aggregate policy limit of one million dollars (\$1,000,000) while this Agreement is in force and will furnish proof of such coverage upon request by Company. Agent will provide Company with prompt written notice of any material change, cancellation or other termination of this coverage.

(c) Insurance Applications. Any and all information provided in connection with any application for insurance subject to this Agreement shall be true and complete, to the best of Agent's knowledge. Agent further represents and warrants that, to the best of Agent's knowledge, such applications shall contain no material misrepresentations of any kind. Agent shall ensure that all material facts of which Agent is aware are accurately described and completely disclosed to Company. Further, it is the duty of the Agent to notify Company, promptly after Agent becomes aware, of any material change(s) that may affect the risk during the policy period and at any subsequent renewal.

(d) Agent Information. All information in the attached Agent Application, if new agent, or information previously submitted is true and correct. The Agent shall give Company prompt notice of any change in information.

(e) Excess and Surplus Lines Placement. Agent shall not place an order with Company for any excess or surplus lines insurance unless Agent shall have first complied with any applicable state laws requiring the Agent to attempt to procure such insurance from insurers authorized to do business in the state of residence of the proposed insured. The party responsible for the payment of surplus lines taxes shall be responsible for full compliance with all relevant surplus lines laws of the pertinent state, including, but not limited to, the collection and payment of surplus lines taxes, filing of affidavits, and providing the appropriate statutory and/or regulatory disclosure legends on all documents.

### **3. Commissions and Premiums.**

(a) Commissions. Company shall allow Agent, as commission, a percentage of the premium collected at a rate agreed upon by Company and Agent from time to time.

(b) Premium and Accounts. Agent shall accept the format of Company's billings, which may take the form of binders, invoices, statements or similar communications. The net balance due as shown on such billings shall be paid by the billing due date, irrespective of whether a policy has been delivered to Agent by such date. Agent guarantees the full payment due Company of all premiums including deposit, earned, extension and adjustable premiums, fees, plus applicable state and local taxes, less commission, on every insurance contract bound or written for Agent pursuant to this Agreement, whether or not collected by the Agent. The net balance will be due and payable as indicated on such billings and may vary based upon the credit terms of the issuing Insurer. The omission of any item(s) from a monthly statement or separate invoice shall not: (1) affect the Agent's responsibility to account for and pay all amounts due; (2) prejudice the rights of Company to collect all amounts due from Agent; or (3) extend the time within which Agent must make payment. Agent's obligation to make payment

to Company is not contingent upon the issuance of the policy. Any credit extended to the insured or others shall be at the sole risk and responsibility of the Agent unless otherwise agreed in writing by Company. Attempts by Company to collect premiums (including audit premium discussed below) from insured shall not relieve Agent of liability to Company except to the extent of amounts actually collected by Company from insured, less the expense of such collection. In the event Company shall have to bring any action or proceeding to enforce collection of any amount due under the terms of this Agreement, Agent agrees to pay all costs incident thereto, including reasonable attorney's fees, incurred by reason of such action or proceeding.

Cash With Application—the Agent must remit payment to the Company for the entire amount due per the terms and timing indicated on the invoice provided by the Company. Said invoice shall indicate the rate of commission and whether commission may be deducted by the Agent from payment to the Company.

Account Current—The Agent may apply to become an “account current” Agent, and all invoices not otherwise identifying payment as “Cash with Application” may be paid per the Agent’s monthly statement as provided by the Company. The Agent must apply to the Company to become an Account Current Agent by completing an application and providing documents including, but not limited to, financial statements, authorization to obtain credit information, evidence of valid/in-force errors and omissions coverage, and having been an insurance agent as his/her primary business for at least four (4) years. All sums for such items shall be due and payable on the twenty-fifth (25th) day from the end of the month following the appearance of said items on the Company-prepared monthly Accounting Statement detailing all premium transactions. In the event the Agent’s payment has not been received by the Company for all sums due the Company by the said due date, then the Company reserves the right to terminate or suspend the Agreement as of that date, and/or cancel policy coverage for unpaid accounts. In the event of termination for non-payment as detailed in this Section, the requirement of ten (10) days written notice does not apply. The Company reserves the right to charge interest of up to the maximum legal limit on any amounts thirty (30) days or more past due.

Direct billed—Policies shall be billed by the insurer directly to the insured, and commissions shall be remitted directly to the Agent by the Company or insurer, depending upon the program.

Direct Deposit -Agent agrees to maintain current bank information on file with the Company for direct deposit of commissions, premium refunds, overpayments, and any other sums deemed payable by Company to Agent. Agent shall complete “Authorization for Direct Deposit (EFT)” and remit it along with required documentation, to the Company along with this Agreement.

(c) Adjustable Premiums. Notwithstanding anything to the contrary herein set forth, in situations where premiums for a policy or policies which have been issued cannot be fully determined in advance and where an adjustment or determination is made by an audit, retrospective rating or by interim reports, such amounts are fully earned and due at the invoice date as evidenced by a Company or Insurer invoice.

(d) Collection of Audit Premium. Agent will make all reasonable efforts to collect amounts due. Agent will be relieved of responsibility for audit premium, so adjusted or determined, if Agent notifies Company in writing within twenty (20) days after said invoice date, stating that Agent has made diligent efforts and is unable to collect such premiums and provided the Insurer releases Company from liability for such premium. A copy of the Agent’s invoice to the insured, as well as copies of correspondence pertaining to the collection, must be sent with this notification. Failure to give Company timely notice shall constitute Agent’s acceptance of responsibility for payment of such premiums. If commission applies to these adjustments, none will be allowed for Agent on premiums collected directly by Company or Insurer under this provision. If, after a period of forty-five (45) days from the date liability was assumed by the Insurer, Company has not received payment due for the applicable coverage, Company may, at its option, collect from the insured the premium due. In the event Company collects the premium or any party thereof from the insured, Agent shall not be entitled to any commission on the premium so collected.

(e) Refunds of Premiums & Premium Tax. In the event of cancellation or modification of an insurance contract for whatever reason that results in an obligation to refund all or part of the premium and/or premium tax, Company's sole obligation shall be to remit the required premium or premium tax directly to Agent rather than to insured, to any premium finance company or to any other person or entity. Notwithstanding the foregoing, no amount of premium tax shall be returnable until recovered by Company and the amount to be returned shall in no event exceed the amount recovered.

(f) Unearned Commissions. Agent shall be liable to Company and shall pay return commission at the same rate as originally allowed to Agent for all return premium adjustments or cancellations, including return premium on cancellations ordered or made by the Insurer or finance company. Such return commission shall be paid to Company by the due date indicated on the billing document. If a return premium becomes due under any contract of insurance and Company has been issued a credit, or payment has been rendered, for such premium by Company's Insurer, Company will pay to Agent such return premium less the unearned portion of any commission previously retained by the Agent.

(g) Financed Premiums. Unless state law requires otherwise, Company reserves the right, in its sole discretion, to remit unearned premiums on finance policies that are cancelled or endorsed, less Agent's unearned commission, directly to the premium finance company for the account of the insured, or, in appropriate circumstances, to Agent or directly to the insured. The ultimate liability of Company for payment to a finance company, Agent or insured shall never exceed the amount of return premium less unearned commission developed. Agent agrees to hold Company harmless from any responsibility for payment to or from finance company and further agrees that financing arrangements do not diminish the responsibility for timely payment of premium by the Agent.

(h) Company fees. Company fees are fully earned and are due within 10 days of binding. In the event that any Company fees have not been paid, commissions collected and due to the agent shall be withheld until the fees are paid.

**4. Premium Funds Held In Trust.** Agent shall hold premium funds in a fiduciary account for business generated under this Agreement to the extent required by the applicable law of each state in which Agent conducts business. Provided Agent is in compliance with all terms of this Agreement and applicable law, Agent may retain any interest earned on said premium funds while so held by the Agent.

**5. Claims.** Agent shall notify Company promptly of any claims, suits or notices of loss (or circumstances which might reasonably be expected to result in a claim, suit or notice of loss) and shall cooperate fully with Company to facilitate the investigation and adjustment of any claim when and as requested by Company.

**6. Cancellation of Insurance.** Notwithstanding anything to the contrary in this Agreement, but subject to applicable legal requirements and insurance contract provisions, Company shall have the right to cancel any binder, policy or contract of insurance issued. Company will not recognize flat cancellations unless (1) written evidence of coverage prior to the inception date of the contract for insurance is provided; and (2) such credit has been granted Company by its Insurer. Earned premium shall be computed and charged on every binder, policy or contract cancelled after the inception date in accordance with the cancellation provision of the applicable contract and/or rules of the Insurer. If Agent does not make timely payment of any sums due Company, then Company may, without limitation of other remedies, initiate with Insurer to cancel the binder, policy or contract for nonpayment. If coverage is bound by Company, all additional fees charged by Company for the entire policy term shall be fully earned upon binding. Agent hereby acknowledges that Company and its Insurers are under no duty to reinstate a policy if the policy is cancelled. Agent shall not accept from any insured the late payment of premiums with prior knowledge, whether actual or constructive, that the policy for which the late premiums have been collected has been cancelled.

**7. Advertising.** Agent shall not cause any advertisement referring to or using the name of Company or Insurer, or issue or cause to have issued any letter, circular, pamphlet, or other publication or statement so referring, without the express written consent of Company in the event Company suffers a loss or expense arising out of any unauthorized advertisement, publication

or statement of the Agent, the Agent shall be liable for and hereby agrees to indemnify Company and hold Company harmless from all resulting damages, fines, penalties and costs.

**8. Confidentiality.** A) The parties to this Agreement hereby represent and acknowledge to each other that in the course of the performance of their respective obligations, they will each make available to the other party certain information pertaining to each party's business and operations ("Information"). Each party hereby agrees that as a condition to being provided the Information, that neither party will use any Information except in connection with the performance of duties hereunder. Each party agrees not to disclose any Information to anyone other than employees, officers and directors of such party, that have a need to know, and to cause all such persons to abide by this Agreement. The limits on use and disclosure will not apply to any Information which (a) at the time of disclosure is generally available to the public or (b) which becomes generally available other than through a breach of this obligation of confidentiality.

B) While this Agreement is in force, and for twelve (12) months after its expiration or termination, Agent agrees not to approach, divert or accept any agency or broker appointment or agreement from any Insurer of the Company. Any Agent/Broker appointment/agreement in place at the inception of this Agreement shall not be covered by this Section 8.B). In the event this Section 8.B) is breached by the Agent, Section 10. below shall be deleted in its entirety.

**9. Inspection of Records.** During the term of this Agreement, and for a period of three (3) years following termination for any reason, Company or Insurer shall have the right to audit and inspect Agent's books and records concerning the business to which this Agreement applies. Such right of audit and inspection shall be during normal business hours upon reasonable notice to Agent. The costs of such audit and inspection, including the costs of making copies of relevant records, shall be borne by Company.

**10. Ownership of Accounts.** In the event of termination, so long as Agent has promptly accounted for and paid all premiums or return commissions for which it may be liable, the Agent's records and use and control of expiration, shall remain the property of Agent; otherwise, use of record and control of expirations shall be vested promptly and exclusively in Company.

**11. Termination of Agreement.** This Agreement may be terminated immediately at any time by either party giving written notice to the other by certified mail. This Agreement will also terminate: (1) automatically, if any public authority cancels or declines to renew the Agent's license or certificate of authority; (2) automatically at Company's option, on the effective date of the sale, transfer, or merger of Agent's business with the provision Company may, upon review, appoint the successors as a Agent; or (3) immediately, upon either party giving written notice to the other of termination because of fraud, insolvency, failure to pay balances, or willful or gross misconduct. All representations and obligations of the Agent herein shall survive the termination of this Agreement.

After the date of termination of this Agreement, Agent shall complete the collection and accounting to Company for all premiums, commissions and other transactions unaccounted for on the date of termination or arising thereafter in respect of outstanding policies of insurance, including but not limited to, return premium and return commissions. Outstanding policies will be permitted to run to expiration.

**12. Indemnification and Hold Harmless.** Each party agrees to indemnify and hold each other harmless, including attorney fees and costs of investigation, and any defense incident thereto, for any acts, errors or omissions in the solicitation, processing and placement of insurance business under this Agreement, except to the extent that the party requesting indemnification caused or contributed to the loss. The party suffering the loss or damage shall promptly notify the other of any action relating to such loss or damage. The provisions of this Section 12 shall survive termination. Agent understands that Company assumes no responsibility for any policy with regard to the adequacy, amount or form of coverage and agrees to indemnify and hold Company harmless from any claim asserted against Company in following the instructions of the Agent. Company is not an insurer and does not guarantee the financial condition of the Insurer with whom it may place risks. Company shall have no liability for non-payment of claims due to the insolvency of an Insurer, or otherwise, under contracts of insurance placed by Company.

**13. Alternative Dispute Resolution.** The parties hereby agree that all disputes, controversies or claims of any kind and nature between the parties arising out of or in any way related to this Agreement, its interpretation, performance or breach, shall be resolved exclusively by the following alternative dispute resolution mechanisms:

(a) Negotiation. The parties shall first engage in a good faith effort to negotiate any controversy or claim by communications between them. Said negotiations may be oral or written. To the extent they are oral, they must be confirmed in writing.

(b) Mediation. Should the above-stated negotiations be unsuccessful, the parties shall engage in mediation pursuant to the rules promulgated by the National Arbitration Forum relating to commercial mediations. Any costs relating to or arising out of mediation shall be borne equally between the parties.

(c) Arbitration. Should the above-stated be unsuccessful, the parties shall arbitrate any controversy or claim with the express understanding that this Agreement is affected by interstate commerce in that the goods and services which are the subject matter of this Agreement, pass through interstate commerce. Said arbitration shall be conducted pursuant to the rules promulgated by the National Arbitration Forum relating to commercial mediations (the "Arbitration Rules"). Any costs relating to or arising out of arbitration shall be borne by the party against whom an award is issued.

THE PARTIES UNDERSTAND AND AGREE: (i) THAT EACH OF THEM IS WAIVING RIGHTS TO SEEK REMEDIES IN COURT, INCLUDING THE RIGHT TO A JURY TRIAL; (ii) THAT PREARBITRATION DISCOVERY IN ARBITRATION PROCEEDINGS IS GENERALLY MORE LIMITED THAN AND DIFFERENT FROM COURT PROCEEDINGS; (iii) THAT THE ARBITRATORS' AWARD IS NOT REQUIRED TO INCLUDE FACTUAL FINDINGS OR LEGAL REASONING; AND (iv) EITHER PARTY'S RIGHT OF APPEAL TO SEEK MODIFICATION OF RULINGS BY THE ARBITRATOR IS STRICTLY LIMITED. VENUE FOR MEDIATION AND/OR ARBITRATION UNDER THIS PARAGRAPH SHALL BE IN THE CITY OF DALLAS, STATE OF TEXAS.

**14. Miscellaneous.**

(a) Waiver of Default. Failure of Company to enforce any provision of this Agreement or to terminate it because of a breach shall not be deemed to be a waiver of such provisions or of any breach committed by the Agent. No breach of any provision of this Agreement can be waived unless done so in writing, executed by the waiving party. The waiver of any one breach shall not be deemed to be a waiver of any other breach of the same or any other provision of this Agreement.

(b) Severability. If any clause or provision of this Agreement shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity or any other clause or provision, which shall remain in full force and effect. Each of the provisions of the Agreement shall be enforceable independently of any other provision, unless expressed otherwise herein.

(c) Assignment. This Agreement and the obligations hereunder may not be assigned by Agent without the prior written consent of Company.

(d) Governing Law. This Agreement shall be deemed to have been made and performed in Dallas County, Texas and shall be governed by, and construed and enforced in accordance with the laws of the state of Texas. The rights, duties and obligations of the parties to this Agreement to such extent they are not dealt with specifically or by necessary implication in this Agreement shall be in accordance with the customs prevailing in the excess and surplus lines insurance industry in the state in which the Agent is domiciled.

(e) Entire Agreement. This Agreement constitutes the entire agreement between Company and Agent and supersedes and replaces any previous agreements between Company and Agent. No oral promises or representations shall be binding, nor shall this Agreement be modified, except by agreement in writing and executed by Company. This Agreement shall apply to current policies already placed through Company and in force at the date hereof and all future policies which may be placed by Company for Agent.

(f) Underwriting Files. Agent agrees to provide the Company with complete copies of any underwriting file relating to business produced through the company upon request by the Company for any reason whatsoever.

**15. Execution and Acceptance of Agreement.** Agent acknowledges that a breach of any of the terms, conditions, or provisions of this Agreement by the Agent may give rise to a cause of action by Company against the Agent and/or may result in disciplinary action by Company, including but not limited to, the termination of this Agreement, all in the sole discretion of Company. Each individual who executes this Agreement in a representative capacity represents and warrants that he or she has the full right and power to execute this Agreement and to bind the entity or individuals on whose behalf he or she so signs. If this Agent is an individual, the individual must sign; if the Agent is a partnership, one of the partners must sign; if the Agent is a corporation, an authorized officer must sign and indicate the title of such authorized officer. The parties hereto agree this Agreement shall not become effective until accepted by Company.

Agent:

By:

Title: (Must be Owner, Partner or Authorized Officer)

Date:

Agreement Accepted and Effected by Company (CPro Associates, Inc.)

By:

Alan G. Hardin – Chief Executive Officer – CPro Associates, Inc.

Date:





15660 Dallas Parkway Suite 650  
Dallas Texas 75248  
Phone: 972-598-0400

CPRO ASSOCIATES, INC  
PRODUCER APPLICATION

COMPLETE, SIGN AND SUBMIT THIS APPLICATION WITH SUPPORTING DOCUMENTATION TO:  
SCAN AND EMAIL TO: YPARADA@CPROASSOCIATES.COM

- 1. Attach a copy of your E&O Declarations Page including carrier name, policy period, limits and deductible
- 2. Attach a copy of 1) Resident License for the agency and 2) Resident License for your designated responsible producer.
- 3. Completed W-9
- 4. EFT Processing Forms.

GENERAL INFORMATION

Name of Agency: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Business: Corp/Partnership/LLC/Individual/Other: Describe: \_\_\_\_\_

Agent:  Y/N  Wholesaler:  Y/N

Company Website: \_\_\_\_\_

Company Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Company Accounting Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Tax ID#/FEIN: \_\_\_\_\_

Year Established: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_

\*Please note different offices/branches will need their own Producer Application filled out.

OFFICE PROFILE

Key Contacts: Please submit contact information on key personnel that should be our primary contacts as respects to product offerings, accounting or operational procedures. This will allow us to communicate with your agency more effectively.

Contacts to be submitted: Producers that will utilize Cpro/Accounting Contacts/Agency Principals





# CPro Associates, Inc.

## ACH DEBIT AUTHORIZATION FOR PRE-AUTHORIZED PAYMENT

AUTHORIZATION AGREEMENT FOR PRE-AUTHORIZED PAYMENT (ACH DEBIT)		
POLICY HOLDER NAME		AGENT NAME:
<p>I (we) hereby authorize <b>CPro Associates, Inc.</b> to initiate debit entry(ies) to my/our <input type="checkbox"/> checking <input type="checkbox"/> savings account indicated below and the depository named below, hereinafter called DEPOSITORY, to Debit the same to such account.</p>		
<input type="checkbox"/> ONE TIME PAYMENT		
<b>** A one time ACH payment will be withdrawn from the account listed on the date the ACH authorization is received at CPro Associates office**</b>		
<input type="checkbox"/> MONTHLY INSTALLMENTS		
<b>** Monthly Installment selection is for recurring policy installments, including all renewal policy terms bound with the CPro Associates. My account will be debited on the due date of the invoice provided each month. In the event of a premium change, the invoice will reflect the new amount to be withdrawn from my account. This written ACH authorization shall remain in effect until I submit a written request to revoke this authorization form.</b>		
DEPOSITORY BANK NAME:		BRANCH:
CITY:	STATE:	ZIP:
TRANSIT/ABA NUMBER:		ACCOUNT NUMBER:
AMOUNT OF AUTHORIZED DEBIT:		
DATE:	SIGNATURE(S):	
<b>Please attach a voided check for the account to be debited</b>		

Please complete form. E m a i l completed form and copy of voided check to Michael Hardin at [mhardin@cproassociates.com](mailto:mhardin@cproassociates.com) .

**AUTHORIZATION FOR DIRECT DEPOSIT (EFT)**  
**OF COMMISSIONS, PREMIUM REFUNDS, OVERPAYMENTS, ETC.**

Agency Name: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank City, State \_\_\_\_\_

Bank Transit / Routing No. (9 digits): \_\_\_\_\_

Bank Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

I hereby authorize \_\_\_\_\_ CPro Associates, Inc \_\_\_\_\_ to deposit my commissions, premium refunds, overpayments, etc. into my account at the bank designated above.

Depositor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

**Attach copy of voided check here**  
or preprinted deposit slip (if the routing # is the same)

Please note that a valid ABA routing # will only start with a 0, 1, 2, or

3. (checking accounts only)