



### **INTRODUCTION**

Thank you for agreeing to participate in Direct Bill Commission Statement downloads with AMERISAFE. Our download partnership should prove to be beneficial to both your agency and our company, as our databases will contain commission information that mirrors each other.

If you have any questions before we start downloading on a monthly basis, please call or e-mail the Marketing Team at the following:

**800.897.9719**

**aiic-mktg@amerisafe.com**

### **ABOUT THIS DOCUMENTATION**

This document outlines the information necessary to set up your agency management system to receive direct bill commission statement downloads from the AMERISAFE. Since procedures vary with different vendor systems, you will need to refer to your agency management system documentation or help desk for specific information required to complete the setup screens.

*This setup must be completed before AMERISAFE can start downloading to your agency.*

### **DIRECT BILL COMMISSION STATEMENT RECEIVED THROUGH DOWNLOAD**

The file will contain the detail of commissions paid the first working day of the month for premium received and posted in our office for the prior month.

### **POLICY NUMBERS**

AMERISAFE policies contain 6 characters, followed by 10 numeric digits with no spaces. If you don't currently have AMERISAFE policy numbers stored in your agency management system you must update the numbers in order for the download to find a match.

### **INFORMATION NEEDED FOR SETUP**

AMERISAFE information that you will likely need to setup for download is as follows:

### **NAIC CODES ARE AS FOLLOWS:**

- American Interstate Insurance Company 31895
- American Interstate Insurance Company of Texas 12228
- Silver Oak Casualty, Inc. 26869

### **AMERISAFE'S ORIGINATION ADDRESS:**

- IBM337AMSAFE