



## REQUEST TO ADD ADDITIONAL PREMIUM TO EXISTING NOTE

Agent Name: \_\_\_\_\_

Insured Name: \_\_\_\_\_

Pronote Account #: \_\_\_\_\_

Policy #: \_\_\_\_\_

Endorsement Effective: \_\_\_\_\_

Complete this box for new policies only.  
If endorsement to existing policy, move to next box.

Insurance Company: \_\_\_\_\_

General Agent: \_\_\_\_\_

Coverage Type: \_\_\_\_\_

Amount to be financed: \_\_\_\_\_

+

Down Payment collected\*: \_\_\_\_\_

\*Down Payment Requirement: Collect 25% of Total Additional Premium for endorsements effective within 30 days. Collect 40% for endorsements effective over 30 days ago. To add new policy, collect {Policy fee + 25% of (Pure Premium + Taxes)} as down payment.

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Total Additional Premium: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax this completed form to Pronote @ 713-351-8428