

Check By Email or Fax Form

Please place copy of check here
Be sure the amount is correct and is signed by an authorized
signature

Mitchell & Mitchell Insurance is pleased to provide the "**Check by Email or Fax**" payment process to our valuable clients. Check by Email or Fax will assist you in expediting delivery of payments to Mitchell & Mitchell and in turn payments to your carrier.

To use Check by Email or Fax, simply follow these instructions:

- Make your check payable to: **Mitchell & Mitchell Insurance**
- Attach your check in the space provided above.
- Fax it or Scan it and email it to our office, along with your proposal, invoice, application and/or any other requested paperwork. Our fax number is 415-883-7752

Please sign to acknowledge the statements below:

"Emailing or faxing" of this form constitutes my authorization for Mitchell and Mitchell to negotiate the check electronically and immediately.

I understand that if my check is returned unpaid for any reason, including, but not limited to, NSF, uncollected funds, invalid or closed account, stop payment, or any other reason, Mitchell & Mitchell Insurance may choose to assess a returned check charge of \$20.

I authorize Mitchell & Mitchell Insurance to accept the check above and create a bank draft/check with this information.

Authorized Signature

Date