

Important: New Invoice Process for Willis Programs

Invoices to be sent via email

Effective 11-1-11 all agency bill policy and endorsement invoices will be sent directly to your email address rather than through the US Postal Service. Please note invoices will be sent under separate cover from the actual receipt of policies and endorsements. Also, all policies will be combined into one invoice rather than sending you a separate invoice for each policy.

We have implemented this change to expedite the receipt of invoices and decrease the actual number of invoices that you receive. We hope you will find this new process to be seamless and to your benefit. We appreciate your cooperation and if we can be of assistance in any way please contact us.

Please note this change is not yet effective for MountainGuard, but it will be implemented in the near future.

Where is my invoice?

Please keep an eye on your inbox for agency bill policy/endorsement invoices. These emails will come from "India RAC", our Regional Accounting Center and the subject of the email will reference an "Invoice" is attached.

Policy Invoices:

From: India RAC

Subject: Name of Insured- Eff Date- POLICY INVOICES

Endorsement, Cancellation and Audit Invoices:

From: India RAC

Subject: RE: INVOICE for ENDT #- Name of Insured- Policy #

Quick Facts

- **All policy invoices will be sent via email to the broker on the account. Invoices will no longer be sent by the US Postal Service.**
- **Invoices will be sent separately from the actual policy or endorsement.**
- **All policies will be combined on one invoice. You will no longer receive a separate invoice for each policy.**
- **Invoices will come from "India RAC" and will include a subject line indicating an Invoice is attached.**

Contact Us:

Melody Scannell

Accounts Receivable

603.334.3006 / melody.scannell@willis.com