



Mepeco finances Vehicle & Home Service contracts, and Mechanical Breakdown Insurance Policies.

**Mepeco Insurance Premium Financing, Inc.
Payment Plan Agreement
Detailed Instruction Guide**

Eligibility & Fees

1. All new and used Service Contracts with:
 - > At least 24 month or greater term paid in 12 monthly installments, or
 - > At least 36 month or greater term paid in 18 monthly installments, or
 - > At least 48 month or greater term paid in 24 monthly installments
2. Minimum of 10% Down Payment is required
3. The Mepeco fee is deducted from the Dealer’s Profit. Please see grid below for Mepeco fee structure for VPP Old Republic Dealers:

	12 Installments	18 Installments	24 Installments
Direct Debit from Bank Account or Monthly Bill or Credit Card	10% of the Amount Financed	13% of the Amount Financed	16 % of the Amount Financed

4. The Amount Financed must be greater than the Dealer cost plus the Mepeco fee
 - > Ex. based on a 12 Installments:

Total Sales Price	\$ 2,200
Down Payment	\$ 200
Amount Financed	\$ 2,000
Mepeco Fee	\$ 200
Dealer Cost	\$ 975
Dealer Profit*	\$ 825

** Dealer Profit cannot be negative – this creates a Shortage, which could result in rejection*

Instructions for Completing the Payment Plan Agreement

1. **CONTRACT NUMBER** – Enter the Service Contract # in the field labeled, “Contract Number” in the top right corner of the Payment Plan Agreement. Be sure to include a prefix if applicable
2. **PURCHASER AND SELLER INFORMATION** – Include complete contact information for Mepeco to give to customers, administrator and for correspondence relating to your account
3. **PAYMENT PLAN TERMS** – Please follow the instructions assigned to each item. The customer’s first payment is due to Mepeco within 30-40 days after the Service Contract date of purchase
4. **PAYMENT OPTIONS** – Select one payment option:
 - Authorization for Credit Card Payment (use this for Debit Cards) – Include the credit card account number and expiration date
 - Authorization for Checking Account Direct Debit – Enter the transit routing number and account number found at the bottom of the purchaser’s check. The routing number is always 9 digits. Enclosing a blank, voided check is preferred

5. SIGNATURES – Purchaser and Dealer/Seller must sign and date the agreement. Mepco will reject agreements that are not signed and dated

Processing Vehicle or Home Service Contracts

1. Dealer/Seller submits Payment Plan Agreements and Service Contracts to the Warranty Administrator before financing with Mepco in order to avoid rejection or cancellation
 - Dealer/Seller must include the Dealer Cost on the policy in order to avoid delay in processing by the Warranty Administrator or Mepco
2. After processing, the Warranty Administrator submits both the Payment Plan Agreement and the Service Contract to Mepco

Payment of Profit to Dealers (aka Funding)

1. Mepco will disburse funds to the dealer during the second week of the month after the customer has paid two monthly installments
2. Mepco's disbursement will include the balance of the funds due to the dealership minus the Mepco fee and minus the down payment See example on previous page

Cancellation

1. Mepco only cancels Payment Plan Agreements for non-payment by the customer
2. If customers request cancellation of their service contracts, Mepco will refer them to the Dealer/Seller of the contract
 - Cancellations (other than non-payment) must be provided to Mepco in writing or submitted on-line by either the Dealer/Seller or the Warranty Administrator
3. The Mepco fee is reduced to \$35 upon cancellation if the customer makes 1 or 2 monthly installments. After two installments have been made, Mepco's regular fee will be charged (see Eligibility & Fees on Page 1)
4. Mepco provides Dealer/Sellers with a set of on-line reports to assist in keeping cancellation rates low. For more information please contact the Agency Services Department – contact information on Page 3
5. In addition to on-line reporting, Mepco also provides the following services to prevent cancellations:
 - Five Day Hold Policy – If for any reason you think the Purchaser might cancel, please call Mepco and we will put an 8 day extension on the payment due date
 - Late Notices – Late notices are sent to the Purchaser and the Dealer
 - Request for Reinstatement



Warranty Agency Services Representatives are available to assist with accounts via telephone, fax, email and on-line

Mepco Warranty Agency Services Representatives are available from 8AM-5PM (central) Monday through Friday.

General Inquiries and Account Adjustments

Phone: (800) 397-6767 x2291 or (877) 242-4536

Fax: (312) 853-3402

Requests can be submitted via email to:

warrantymail@mepco.com

Requests can also be submitted on-line by using the “Customer Service Request” button associated with each customer account (please see On-Line Account Access information below)

Cancellations can be submitted via email to:

cancel@mepco.com

Cancellations can also be submitted on-line by using the “Enter Company Cancel Date” button associated with each customer account (please see On-Line Account Access information below)

Online Account Access aka Accounts-in-View (AIV)

<http://www.mepco.com/aiv.htm>

- Customer Account Summary
- Detailed Customer Account Information:
 - Contact Information & Payment Plan Agreement Details
 - Payment Information
 - Policy Information
 - > Enter Company Cancel Date
 - Disbursement Information (Funding)
- ePay – Automatic Payments
 - > Change or update customer’s Credit Card or Direct Debit Bank Account information
- Customer Service Request
 - > Change or update customer’s Address information
 - > Submit General Inquiries or Account Adjustment requests
- Available Reports
 - Pending Cancel for Non-Payment
 - New Business
 - Delinquent Report – Non-Payment
 - Credit card Expirations
 - Cancellation Rate Chart
 - Production Graph
 - Portfolio Summary
 - Disbursement (Funding)
 - Cancelled/Reinstated
 - Paid In Full