



# Initial Premium Payments Quick Reference Guide

Follow these guidelines for:

New Business • Term Conversions • Exchanges • Reinstatements • Face Amount Increases

*These guidelines apply to the AIG Life U.S. business only.*

## Best Practices

- Wire transfers, bank drafts and credit card payments will help ensure the fastest processing and turnaround to policy delivery.
- Ensure information on forms is legible and in the correct space.
- Include policy number(s) in memo area of check.
- For checks, use a service that provides tracking information. This will help us locate the check if you need to follow-up on receipt.
- To quickly respond to possible payment issues, adjust your Notification Settings in your Connex profile to receive communications when requirements are posted or when there is a change in case status.

See page 2 for information on where and how to submit payments...

## Here's what we can accept:



### Wire Transfers



### Bank Drafts



### Credit Cards Term cases only



### Checks Only the following types (be sure to include policy number(s) in memo area)

- Credit cards not accepted for Term cases in AK, MD, NC, NJ and NY
- Payment must be submitted through Visa, MasterCard or American Express
- Payments through bank-issued debit cards are acceptable. Prepaid credit/debit cards are not accepted.

- Proposed insured's or policyowner's personal check
- Check drawn on the proposed insured's or policyowner's business account
- Another insurer's check issued in connection with a transfer of funds, rollover or exchange
- Check drawn on a trust established for the proposed insured
- Check written on a FINRA-registered brokerage firm or agency in which the client maintains an account
- Cashier's check purchased from a U.S. financial institution

All forms of payment must be in U.S. currency. The issuing financial institution for all wire transfers, checks and credit cards must be located in the United States.

## What we can't accept:

- Cash
- Money orders
- Foreign wire transfers
- Payments through credit cards issued by foreign banks
- Traveler's checks
- All other cash equivalents
- Distributor, producer, or agency checks
- Temporary or starter checks
- Checks issued by foreign banks
- Third-party checks (remitter has no relation to the policy or the check is made payable from someone other than the Proposed Insured, Payor, Owner or Owner's business)

If an unacceptable form of payment is submitted, the payment will be returned to the applicant and an acceptable form of payment will be due.

# Submitting Initial Premiums

METHOD	AGL	USL/NY
<b>Wire Transfer</b>	Bank of New York One Wall Street New York, NY 10286  <b>ABA Routing#:</b> 021000018 <b>Account Name:</b> American General Life <b>Account #:</b> 8900449438 <b>SWIFT Address:</b> IRVTUS3N	Bank of New York One Wall Street New York, NY 10286  <b>ABA Routing#:</b> 021000018 <b>Account Name:</b> United States Life <b>Account #:</b> 8900450061 <b>SWIFT Address:</b> IRVTUS3N
	For all wire transfers, in Description section include: <ul style="list-style-type: none"> <li>• Insured Name</li> <li>• Policy Number</li> <li>• Purpose (premium, loan, etc.)</li> </ul>	
<b>Bank Draft</b>	Follow instructions on Bank Draft Authorization (AGLC108493), and include voided check. This form is included in many Application Part A packets and is also available as a stand-alone form in Forms Depot.*  To change previously submitted bank draft information, use Change Request to Bank Draft Authorization (AGLC108866), found in Forms Depot.*	
<b>Credit card</b> Term products ONLY	<ul style="list-style-type: none"> <li>• Follow instructions on Credit Card Authorization (AGLC100949), found in Forms Depot.*</li> <li>• See additional restrictions on page 1</li> </ul>	
<b>Check</b> Sent via US Postal Service including Priority and Express Mail	American General Life Insurance Company P.O. Box 733479 Dallas, TX 75373-3479	The United States Life Insurance Company in the City of New York P.O. Box 650857 Dallas, TX 75265-0857
<b>Check</b> Sent via Courier Service including FedEx, UPS or DHS	American General Life Insurance Company Attn: Lockbox #733479 JPM TX1-0029 14800 Frye Road, 2nd Floor Ft. Worth, TX 76155	The United States Life Insurance Company in the City of New York Attn: Lockbox #650857 JPM TX1-0029 14800 Frye Road, 2nd Floor Fort Worth, TX 76155

\* Some forms may have several versions depending on state and product. Always check Forms Depot to ensure you are using the latest version of the appropriate form. Access Forms Depot through [aig.com/Connex](http://aig.com/Connex).

## After payment is received ...

Once payment is received and processed, the case status in your pending feed will change to “Placed in Force.”

**TIP:** Adjust your Notification Settings in your Connex profile to receive New Business updates when there is a change in case status.

# Tracking and Follow-Up



If you need to follow up on whether a payment was received, providing the following information to your dedicated Case Relationship Manager will help us respond as quickly as possible:

### WIRE TRANSFER

- Date of Wire
- Exact wire amount
- Policy # that payment was applied to
- Federal Reference # of the wire
  - Note: 12-16 digits, alpha-numeric

If amount is split among multiple policies:

- # of policies
- \$ amount for each policy
- Each policy number

### CHECK

- Date mailed
- Check amount
- Check number
- Policy number(s)
- How mailed (USPS or other service)
- Tracking number
- Complete address used for mailing
- Note if anything else was included in package with check (for example, a form or other such requirement)

### BANK DRAFTS OR CREDIT CARD

Please provide any type of information or documentation available, for example:

- Date of transaction
- Exact amount of payment
- Bank account or credit card number
- Policy number(s)
- Screenshot of statement or transaction notification
- For credit cards, type of card (Visa, American Express, etc.)

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PAGE 2 OF 2



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