



Direct Bill Payment Schedule and Payment Address

General Information

Policies are invoiced with a 40% down payment, and 3 subsequent installments of 20% each.

The down payment will be due within 30 days of receipt of the policy, or on the effective date, whichever is later. Subsequent installments are due 3, 6 and 9 months after the effective date. An invoice will be sent 30 days prior to each due date.

An \$8 per installment fee shall apply per installment invoice. The fee is waived if paid in full on the first invoice.

Endorsements are due in full, payable on the next invoice. If the current balance is zero, a separate invoice will be generated for full payment of the endorsement.

Any taxes, fees, or assessments are due in full with the down payment.

Installment Information

Normal Statement Schedule

When Sent	Minimum Due	Balance Due	Due Date
Policy Received	40% + Taxes + Assessment + Inst Fee	100% + Taxes + Assessment	Effective Date, or 30 days from statement date, whichever is later
2 months from Effective Date	20% + Inst. Fee + Any End. Amount	60% + Inst. Fee + Any End. Amt	3 months from Effective Date
5 months from Effective Date	20% + Inst. Fee + Any End. Amount	40% + Inst. Fee + Any End. Amt	6 months from Effective Date
8 months from Effective Date	20% + Inst. Fee + Any End. Amount	20% + Inst. Fee + Any End. Amt	9 months from Effective Date
Endorsement Received	100% of amount	100% of amount	30 days from statement date, or with next installment

Late Bookings (Effective date is more than 60 days in the past)

Between 60 and 149 days late, 60% is due within 30 days, then resume normal schedule.

Between 150 and 239 days late, 80% is due within 30 days, then resume normal schedule.

Over 240 days late, 100% is due within 30 days.

Payment Address

If you receive a payment, a check must be mailed immediately to:

New Hampshire Insurance Company
P.O. Box 969
Westbrook, CT 06498

or overnighted to:

New Hampshire Insurance Co.
Attn: Chris Clark
70B Essex Rd.
Westbrook, CT 06498

- The due date is not adjustable in these cases, and must be considered if forwarding payment.
- Do not include applications or any underwriting information to this address.
- Please indicate a policy number on the check.

Logging In

Your agency should receive a username and password via email when your first policy is booked. If you did not receive one, please let us know.

Login here: <https://www.maritimepg.com/billing>

When you first log in, you will be asked to answer three security questions. If you forget your password, you can click the 'Forgot Password' link to have it emailed to the address on file.

Once logged in, you can change your username or password, add additional users for your agency, browse your agency's policies, and make payments online.

If your client is having trouble logging in to the site for the first time, the correct procedure is to have them click the 'New User? Register Here' link, and follow the on-screen instructions. They will need to enter their:

- Policy Number** (any one of them, if more than one),
- Effective Date** (of the policy number entered),
- Name** (EXACTLY as it appears on their statement),
- Zip Code** (the one used on their statement),
- and **Email Address** (where their username and password will be sent).

They will be emailed a temporary username and password. They should check their junk mail folder if they do not receive it within a few minutes.