Service Point SM

CHUBB.

NEW JERSEY SCHOOLS INSURANCE GROUP

Chubb Invoice Support Document

version 10.2020

Risk Engineering Services

New Jersey Schools Insurance Group

Effective 07/01/2018, Chubb Limited became the insurance provider for Equipment Breakdown Coverage to participating members of the NJSIG. As part of our service offering, Chubb is providing the jurisdictional inspection services required by the State of New Jersey for objects meeting the inspection criteria.

Recently you received invoices for certificate handling fees billed as part of the jurisdictional inspections conducted by Chubb between **July 1**st - **September 30**th. To help you better understand our billing process, an explanation of your bill has been provided below.

Chubb Invoices Explained

Here's what was included in your invoice package from Chubb:

- Certificate and Handling Fees Summary Page(s)
- Daily Invoice Summary Page(s)
- Invoice Summary Page(s)
- General Charges Detail Page(s)

What is the certificate and handling fees summary page?

Certificate fees detailed on your invoice are fees charged by the State of New Jersey for each certificate issued to an object requiring either an internal or external certificate inspection. Chubb charges \$10 per object as a *Handling fee*.

SAMPLE CERTIFICATE AND HANDLING FEES SUMMARY:

State		Certificate Fees		Handling Fees	Total C	Total Certificate and Handling Fees per State			Number of Objects		
NJ	\$880.00			\$90.00		\$970.00		.00	9		
TOTAL		\$880.00		\$90.00			\$970	.00		9	
» <u> </u>						4,					
olicy Term	7/1/2019-7/1/2020			· NV							
port Date Range	04/1/2020 - 6/30/2020	20									
		20	4								
sured Name	School District Name		~ N	W.							
eport Date sured Name olicy Number			7 \	Mr.					10	I	1
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sured Name slicy Number scation Name ISIG/School District Na	School District Name 000XXX mme/Elementary School #1 mme/Elementary School #2	Location Address 123 Main Rd 789 Cherrytree Lane 789 Cherrytree Lane	Anytown Anytown Anytown Anytown Anytown Anytown Anytown Anytown	08000 08000 08000 08000 08000 08000	Air Conditioning Watertube Watertube Watertube Cast Iron Sect Cast Iron Sect	Air Conditioning Hot Water Heating	(blank) NB-88315 NB-88317 NB-88316 (blank) (blank)	Number NJ017782-07R NJ104575-07H NJ104576-07H NJ104577-07H NJ014283-07H NJ014284-07H	Date 06/29/2020 06/29/2020 06/29/2020 06/29/2020 06/29/2020 06/29/2020	\$80.00 \$100.00 \$100.00 \$100.00 \$100.00 \$100.00	Fee \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00
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What is the breakdown of certificate and handling fees for each object?

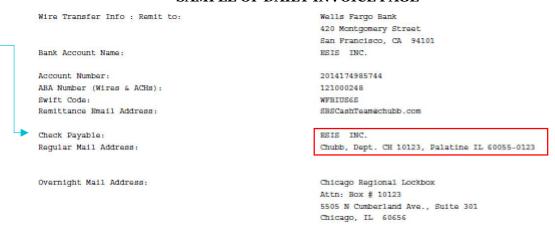
Boilers	Refrigeration	Pressure Vessel
Certificate Fee: \$100*	Certificate Fee: \$80*	Certificate Fee: \$60*
Handling Fee: \$10	Handling Fee: \$10	Handling Fee: \$10

^{*}Effective February 3rd, 2020 the State of New Jersey has approved a fee increase for all boiler, pressure vessel, and refrigeration certificates.

What does the daily invoice page detail?

The daily invoice page details the total invoice amount and provides remittance information to return payment to Chubb Limited.

SAMPLE OF DAILY INVOICE PAGE



Note: Chubb limited, the parent company of Chubb provides several different payment methods to participating members of the New Jersey Schools Insurance Group. Payments submitted to ESIS Inc are received under the Chubb Limited umbrella. ESIS is a third-party administrator and wholly owned subsidiary of Chubb Inc.

How do I submit payment to Chubb?

Chubb provides several different remittance options for participating members of the NJSIG. The most common payment method is payment by check. All payments submitted by check should be made payable to **ESIS Inc.** and mailed to **Chubb, Dept. CH 10123, Palatine IL 60055-0123**.

Due to COVID precautions, Chubb offices are closed. All purchase orders requiring a signature <u>must</u> be emailed to the <u>NJBoilers@chubb.com</u> inbox (Refer to page 5 for additional details).

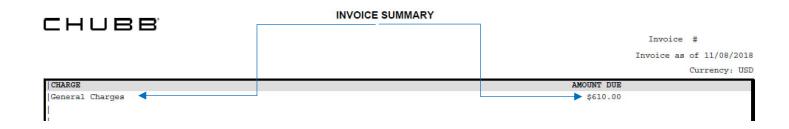
What are Chubb's payment terms?

Payment is required to be received within **60** days after receipt of the invoice. If payment is not received within **60** days, a notice will be sent by Chubb Collection Shared Services requesting immediate payment.

What is the General Charge on the Invoice Summary Page?

The general charges are the total invoiced amount for the certificate and handling fees.

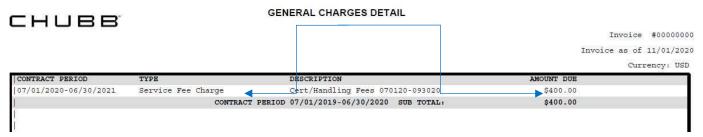
SAMPLE INVOICE SUMMARY PAGE



What are the Service Fee Charges on the General Charges Detail Summary Page?

The service fee charges are a summary of the total certificate and handling fees billed to your school district for each object requiring a certificate of inspection.

SAMPLE GENERAL CHARGES DETAIL SUMMARY



Why am I being billed for inspection services conducted by Chubb?

The inspection services provided by Chubb are included as part of the service commitment with the New Jersey Schools Insurance Group. **No inspection service charges have been billed to your school district.** The invoices you will receive from Chubb following your jurisdictional inspections represent the certificate fees charged by the State of NJ once Chubb files the inspection. Chubb pays the fee directly to the State of NJ on your behalf.

When I send a purchase order to Chubb what do I indicate under the "line item description"?

The preferred language under the "line item description" on purchase orders received and signed by Chubb is "certificate fees."

Purcha	ase Or	der Form				
				Customer N	lumber:	
SHIP FROM:				Delivery ne	eded by:	
		<i>(</i> *)		PO Number	:	
SHIP TO:				Sales Rep:		
				Ship Metho	d:	
				Buyer:		
DELIVERY IINST	RUCTIONS:			Terms:		
ITEM	QUANTITY	DESCRIPTION	COUNT	PER UNIT	UNIT PRICE	TOTAL
		Certificate Fees				

Where do I send a purchase order requiring a signature?

All purchase orders requiring a signature <u>must</u> be emailed directly to the <u>NJBoilers@chubb.com</u> inbox. Once the purchase order has been received, it will be signed and returned within 24 hours.

What objects are being inspected?

Objects requiring inspection include boilers, pressure vessels, fired storage water heaters, domestic water storage tanks, steam kettles, and refrigeration equipment meeting the inspection criteria of the New Jersey Bureau of Boiler and Pressure Vessel Compliance.

EXAMPLE OF OBJECTS REQUIRING INSPECTION









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Important Resources

- For any additional inquiries, please direct all questions to the MJBoilers@chubb.com inbox
- Additional information can be found on the NJSIG website at https://www.njsig.org/equipment-breakdown
- Tax documentation and business registration certificates required to generate purchase orders can also be requested through the MJBoilers@chubb.com inbox.

A Legacy of Expertise

For more than seven decades, Chubb Risk Engineering services has provided world-class risk engineering to help our customers eliminate or reduce insured loss potential. We have continually demonstrated our ability to be flexible to meet our customers' changing needs. Chubb's risk engineers analyze the customer's overall approach to risk management, review loss history, propose programs to help correct deficiencies and work in tandem with customers to improve their risk management programs. Chubb's risk engineers are known for their business acumen, technical skills, and ability to communicate effectively.

Connect With Us

For more information about protecting your employees, contact your local Chubb risk engineer or visit us at www.chubb.com/engineering.

Chubb 150 Allen Road, Suite 203 Basking Ridge, NJ 07920

Chubb. Insured.™

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at www.chubb.com. This document is advisory in nature and is offered as a resource to be used together with your professional insurance advisors in maintaining a loss prevention program. No liability is assumed by reason of the information this document contains.