



# News @ NJSIG

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## Direct Billing Announcement:

Effective July 1, 2014, New Jersey Schools Insurance Group will no longer be issuing bills to our agents/broker. We will be issuing all invoices including renewals and endorsements directly to our member districts. Please see below for information related to invoice processing timelines.

### RENEWALS OR NEW BUSINESS:

Your agent/broker will review your quote proposal and will send NJSIG the request to bind. Please ensure that you have selected the appropriate Worker Comp billing terms (i.e. annual vs. monthly installments) as these terms cannot be changed until the next renewal process.

### Member Services

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**For More**

**Information:**

[Visit us at](#)

[www.njsig.org](http://www.njsig.org)

**NJSIG** will issue all invoices to your district and send them via US Mail. Please be advised that this is a new 2014/2015 process for the Underwriting and Accounting Departments.

Payment will be due to **NJSIG** within 60 days of invoice issuance date.

**ENDORSEMENTS and OTHER INVOICES:**

You should continue to request endorsements via your agent/broker. In most cases, invoices will be mailed to your district within 30 days of endorsement processing

Payment will be due to **NJSIG** within 60 days of invoice issuance date.

**ADDITIONAL BILLING PROCESSES:**

Customer statements will be mailed each month with any outstanding balance due to **NJSIG**.

Direct notices of cancellation (DNOC) will be issued when payment is over 90 days past due. A copy will be sent to the district, the agent/broker and the NJ Department of Banking and Insurance.

Purchase orders can be sent to your agent's/broker's address or to **NJSIG** via US Mail, fax to 609-386-8877 attention (Accounts Payable) or emailed to [purchaseorders@njsig.org](mailto:purchaseorders@njsig.org). Your agent/broker or NJSIG will then review, sign and return them to your district via the same method that it was received.

If you have any questions, please contact your Member Services Representative.