

Appendix IX: Notice Types

The following table describes the different notice types and when they are generated.

Notice	When Generated
Intent to Cancel	Generated when account is moved into Intent to Cancel status manually or by running the Update Account Status and Generate Notices task .
Cancellation Notice	Generated when account is moved into Cancel status manually or by running the Update Account Status and Generate Notices task .
Reinstatement Request	Generated when account is reinstated after a payment is entered or by manually moving a cancelled account into Open status.
Notice of Financed Premium	Generated when an account is activated . Can also be generated when additional policies or endorsements are activated if the Send Notice of Financed Premium On New Policy setting is enabled in Quoting Settings .
Paid In Full	Generated when an account is closed with a zero balance, either manually or automatically by the Close Accounts task, unless the account was written off.
Refund for Overpaid Account	Generated when account is closed manually or automatically by the Close Accounts task or with a credit balance that is greater than the state charge off amount .
Partial Payment - Advances Due Date	Generated when a processed payment meets the payment threshold (see Account Settings) and the due date will be advanced to the next due date.
Partial Payment - Does Not Advance Due Date	Generated when a processed payment does not meet the payment threshold , and the due date will not be advanced.
Flat Cancellation	Generated when an account or policy is flat cancelled .
Payment received after cancellation	Generated when a payment is received after the account is cancelled.
Payment Coupon Cover Letter	Generated at account activation when the insured payment type selected on the quote is Coupons.
Remittance to Company Check per Policy	Generated when processing funding payables that are configured to be paid by Check per Policy.
Returned Check	Generated when a payment is reversed with reason “NSF.”
AP Cover Letter	Generated when an additional policy is added to an account.
AP Memorandum	Generated when an additional policy is added to an account.
Past Due Warning	Generated while running the Update Account Status and Generate Notices task if the account is past due by the number of days specified for Days until Generation of ‘Past Due Warning’ Notice in Account Settings .
Payment Coupon Cover Letter - Replacement	Generated if Reprint Payment Cover Letter is selected from the Account Menu and the insured payment type is Coupons.

ACH Cover Letter	Generated at account activation when the insured payment type selected on the quote is ACH.
Credit Card Payment Cover Letter	Generated at account activation when the insured payment type selected on the quote is Credit Card.
Cancellation Followup Letter	Generated when an account is moved into Cancel Follow-up status manually or when the Update Account Status and Generate Notices task is run.
Statement Billing Cover Letter	Generated at account activation when the insured payment type selected on the quote is Statements.
Billing Statement	Generated on the Next Statement Mail Date for an account with a payment type of Statements when the Generate Insured Billing Statements task is run.
Cancel1 Letter	Generated when an account is moved into Cancel 1 status manually or when the Update Account Status and Generate Notices task is run.
Cancel2 Letter	Generated when an account is moved into Cancel 2 status manually or when the Update Account Status and Generate Notices task is run.
Remittance To Company Check per Statement	Generated when processing funding payables that are configured to be paid by Check per Statement.
Manual Account Refund	Generated when choosing the Manual – Refund option from the Account Menu.
Late Fees Due	Generated by going to Account Menu > Create Account Notices when there are late fees due on the account.
Payoff Balance	Generated by going to Account Menu > Create Account Notices .
Remittance to Company Notification	Generated when a company is sent a funding payment.
Remittance to Company Check per Statement Detail	Generated when a company is sent a funding payment by Check per Statement. Lists the payables included in the payment.
Remittance to Company ACH	Generated when processing funding payables that are configured to be paid by ACH per Statement / Account / Policy.
Remittance to Company ACH Detail	Generated when a company is sent a funding payment by ACH per Statement. Lists the payables included in the payment.
Remittance to Company Check per Account	Generated when processing funding payables that are configured to be paid by Check per Account.
Collection Notice	Generated when an account is moved into Collection status manually or when the Update Account Status and Generate Notices task is run..
Unearned Premium Statement	Generated manually from the Agency Profile > Notices tab or by running the Generate Unearned Premium Statements task under Processing > Notices On-Demand , if the agent is configured to receive this notice on the Notices tab of their profile.
Unearned Premium Not Received	Generated by running the Generate Unearned Premium Not Received Notices task . Configured for FL only by default.

Missing Policy Numbers	Generated manually from the Agency Profile > Notices tab or by running the Generate Missing Policy Numbers Notices task under Processing > Notices On-Demand .
Ledger Balance Statement	Generated manually from the Agency Profile > Notices tab or by running the Generate Unearned Premium Statements task under Processing > Notices On-Demand , if the agent is configured to receive this notice on the Notices tab of their profile.
Remittance to Company Draft per Policy	Generated by selecting Draft per Policy when printing drafts from a quote (Quote > View Finance Agreement > Print Drafts).
Remittance to Company Draft per Quote	Generated by selecting Draft per Quote when printing drafts from a quote (Quote > View Finance Agreement > Print Drafts).
Intent to Cancel Follow-up	Generated when an account is moved into Intent to Cancel Follow-up status manually or when the Update Account Status and Generate Notices task is run.
Level 1 Without Cancellation Letter	Generated when an account is moved into Level 1 without Cancellation status manually or when the Update Account Status and Generate Notices task is run.
Level 2 Without Cancellation Letter	Generated when an account is moved into Level 2 without Cancellation status manually or when the Update Account Status and Generate Notices task is run.
Collection Without Cancellation Notice	Generated when an account is moved into Collection without Cancellation status manually or when the Update Account Status and Generate Notices task is run.
E-Payment Confirmation	Generated after processing an electronic ACH/eCheck or Credit Card payment.
Rescission Notice	Generated when an account is moved from Intent to Cancel to Current status after a payment is applied.
Quote Activation Review	Generated by clicking the print button on the Quote Activation Review page or the Detail link for Date Activated on the Account > Main tab.
Billing Statement On-Demand	Generated by clicking the Next Statement Mail Date on the Account Main tab and selecting Generate Billing Statement On-Demand .
Pending Cancellation	Generated when running the Generate Pending Cancellation Notices task , based on the schedule configured on the Agency profile Notices tab.
Payment Confirmation	Generated after processing a payment other than electronic ACH/eCheck or Credit Card payments.
Agent Notice of Cancelled Accounts	Generated when running the Generate Agent Notice of Cancelled Accounts task , based on the schedule configured on the Agency profile Notices tab.