



State of Vermont
Department of Financial Regulation
89 Main Street
Montpelier, VT 05620-3101

For consumer assistance:
[Banking] 888-568-4547
[Insurance] 800-964-1784
[Securities] 877-550-3907
www.dfr.vermont.gov

Electronic Payment of Vermont Appointment Invoices

Beginning August 14th, 2020, the state of Vermont will allow carriers to pay their monthly Appointment Billing invoices using Sircon's electronic payment portal at www.sircon.com. You will be able to submit payment for all monthly appointment billing invoices for your company in a single transaction through the State Invoice Payment service without having to pay each invoice separately. To use this service, you must be a Sircon account holder. Effective September 1st, 2020 this will be the state's preferred method of payment.

If you do not have a Sircon account, please visit: www.sircon.com/products/carriers/signup/ and follow the instructions to establish your Sircon account. If you already have a Sircon account, no action is required by you.

Payments will be made through an Automated Clearing House (ACH) process using Vertafore's Sircon solution. There will be a \$10 service fee for each invoice paid. Payments can be made with checking, savings, or corporate checking accounts. To submit these payments, the account must be authorized to accept ACH transactions.

If you have already used this service to process a payment for your appointment renewal invoice in Mississippi, Nevada or South Dakota, no further action is needed. If not, we recommend notifying your bank no later than August 25, 2020 with the following information:

- 1.Sircon's ACH ID is: 1841393599
- 2.Payment Processor: ePayPolicy

Note: Once your Sircon account is set up and your bank is notified of the above information, no additional set up is needed. If you have any questions regarding your Sircon account or this new payment service, please contact Sircon directly, sirconsupport@vertafore.com or (877) 876-4430. It is important to make sure all insurer contact information is up to date with the Vermont Department of Financial Regulation.

Questions Any questions concerning the Appointment Billing/Renewal Invoice process may be sent to the Licensing Division by email at dfr.producerlicensing@vermont.gov .

