NCRB-NCRF-NCIGA
north carolina
RATE BUREAU
REINSURANCE FACILITY
INSURANCE GUARANTY ASSOCIATION

INSTRUCTIONS FOR THE COMPLETION OF THE

MANAGEAR EFT PAYMENT ACCOUNT SET-UP and FORM

In order to setup a Payment Account in the North Carolina Rate Bureau's (NCRB) ManageAR system follow these steps:

1. The Account information must be entered and saved inside the Payment Account portion of ManageAR
2. The **ManageAR EFT Setup (On-line Fillable Form)** must be completed and emailed to help@ncrb.org along with a **copy of a voided check**

Instructions for the completion of the ManageAR EFT Setup form:

1. **Agency Information** - *All boxes must be completed*

2. **Bank Information** -*All boxes must be completed, and match the information entered in the Payment Account in ManageAR*

Do not forget to make a copy of a voided check to send with the set-up form to help@ncrb.org

3. **Account Management**- *All boxes must be completed, to include*:

NOTE: Maintaining the account including updating the draft notification e-mail is the responsibility of the Group Administrator for the agency. Any Banking information changes are reported to NCRB using this form. To activate a new or second account requires following the entire initial setup steps to be completed.

4. **Account Applicability**- *All questions must be answered*:

Question # 1- If this is the first time you have set up an EFT Payment Account with the NCRB, please answer "yes".

Question #2- If this is a subsequent EFT Payment Account and you want to retain the original account that was set up, please answer "yes". Note that we can store account data for up to 13 active accounts per agency.

Question #3- If this is not the first time you have set up an EFT Payment Account with the NCRB, and this application is meant to replace an existing Payment Account, please answer "yes" and do not forget to send a copy of a voided check along with the form. Additionally, you will need to provide us with the account and routing numbers of the account you want us to deactivate. Once we deactivate an account, the account is no longer available to any of your Users.

Question #4- So that you can distinguish your account, it is up to you to provide us with an Account Description (or nickname) that you would like associated with this Payment Account.

Question #5- When the Payment Account is intended to be used by one (1) user; specifically the ManageAR User listed in Section 1 as the "Primary Agency Contact Name", please answer "yes". If the account is to be used by other agents within the agency, then answer "no", as the **Myself** option would not apply.

Question #6- If this Payment Account is intended to be used by all ManageAR Users in one (1) location, listed in Section 1 as the "Agency Address", please answer "yes". If you want agents at other locations to use this account, then answer "no", as the **Single Location** option would not apply.

Question #7- If this Payment Account is intended to be used by all ManageAR Users in all locations of your agency, please answer "yes", as the **Multiple Location** option would apply.

IMPORTANT: The completed **EFT Set-Up Form AND a copy of the voided check** must be emailed to help@ncrb.org for approval and activation by North Carolina Rate Bureau. If unable to email the documentation, it can be faxed to 919-783-7467.