

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



Memo

Date: June 30, 2025

To: Priests and parish and school business managers

From: Holly Orsagh, director of financial services, Office of Finance
Jordan Harper, claims/risk manager, Catholic Mutual Group

Re: Fleet auto insurance renewal – May 1, 2025

The fleet automobile insurance policy renewed as of May 1, 2025 for all vehicles of record, and drivers in good standing. New insurance cards were mailed and emailed by Catholic Mutual in early May. If you have not received your insurance card for the 2024-2025 policy year, please notify Jordan Harper JHarper@catholicmutual.org or Nichol Sorensen nsorensen@catholicmutual.org. The fleet policy is billed in July for the entire policy year.

Church Mutual/Catholic Mutual provides an electronic verification of insurance coverage to the state of Georgia, in addition to providing the insurance card.

FLEET AUTOMOBILE POLICY

The archdiocese provides auto coverage for parish or school-owned vehicles, and to priests of the archdiocese. Priests are encouraged to purchase automobile insurance through the archdiocesan fleet policy. To join the fleet policy, change your address or change coverage through Church Mutual/Catholic Mutual, complete the [Fleet Auto Insurance Vehicle or Driver Change Form](#). If you plan to purchase a new vehicle, please ensure the new vehicle is added to the insurance coverage before driving it.

ANNUAL RATES FOR 2024-2025

<u>Vehicle Type</u>	<u>In State</u>	<u>Out of State</u>
Truck	\$2,090	\$2,473
Passenger	\$1,780	\$2,100
Bus/Van	\$2,305	\$2,809
Trailer	\$ 683	\$ 835

If a priest declines the fleet policy and instead procures insurance coverage independently, then the outside coverage must include \$500,000 Bodily Injury Limit - each accident and \$500,000 Property Damage Limit - each accident with the Archdiocese of Atlanta named as an additional insured party. A copy of the outside policy and certification should be submitted to Holly Orsagh (horsagh@archatl.com) on an annual basis or any time there is a change in coverage.

PRIEST AUTO INSURANCE BILLING

Invoices for priest auto insurance premiums are billed annually to the priest and should be paid by the priest. They should not be paid by the parish. Invoices will be generated by the Chancery through Bill.com and will be sent to each priest's archatl email address on file by the end of July. The email from Bill.com will contain a link to make the auto insurance payment.

BILL.COM INSTRUCTIONS

Bill.com allows you to create a free account to make and receive payments via ePayments (ACH). You control your account and enter your bank information. If you have not previously paid an invoice or registered with Bill.com, you will need to do so. Instructions on setting up your free account are included below.

From the link provided in the invoice:

To pay your invoice online and view your account history, log in below:

[Pay Invoice Electronically](#)

Please remit payment at your earliest convenience.



Welcome to our Payments Portal

Create a Free Account Now



To view your bills now, and to return later, create a password.

* Password

At least 8 characters, with one number or symbol, one uppercase letter
and one lowercase letter, not used in the recent past

* Verify Password

* ☐ I agree to the [General Terms of Service](#)

[Sign in with your existing BILL account](#)

Invoices should be paid in full, however, you can make partial payments in Bill.com. To make a partial payment, access the payment screen and type the *partial* payment amount in the payment amount box (overwriting the prepopulated total amount due). After the transaction is processed, the bill will be updated to show the amount paid and the remaining balance.

- 1) Click the invoice number to open the invoice
- 2) Click Edit in the top right
- 3) Click in the Price field to enter a partial payment amount

×

Edit invoice

* Customer

Add Customer

Edit

Invoice details

Template

RCAA Admin

* Invoice number

AI002758

* Invoice date

Aug 1, 2022

Payment terms

* Due date

Aug 31, 2022

Sales rep

PO number

GL posting date

Aug 1, 2022

Items

Item name	Description	* Quantity	* Price	Tax	Total
1 AUTO FY 22-23	2022 CHEVROLET TRAILBLAZER	1	1,495.00	<input type="checkbox"/>	\$1,495.00

Account

Department

Location

Class

Job

Premiums Billed

History

Parish Services

Search classes

Search jobs

Add Row

Subtotal

\$1,495.00

Tax

Search tax rates

\$0.00

Amount due: \$1,000.00

Save

Review & Send

If you have any questions about vehicle coverage, please contact Jordan Harper JHarper@catholicmutual.org, Nichol Sorensen nsorensen@catholicmutual.org or Holly Orsagh horsagh@archatl.com.

For assistance with Bill.com, please contact Sue Stanton sstanton@archatl.com.

Thank you.