

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



Memo

Date: July 25, 2022

To: Priests and parish and school business managers

From: Brenda Leslie, director of Financial Services, Office of Finance; and Alex Hagan, claims/risk manager, Catholic Mutual

Re: Fleet Auto Insurance Renewal – MAY 1

Owners or drivers of vehicles insured by Church Mutual/Catholic Mutual:

The fleet automobile insurance renewed as of May 1 for all vehicles of record, and drivers in good standing. The new insurance cards were sent out by Catholic Mutual in early May. If you have not received your insurance card for the 2022-2023 policy year, please notify Alex Hagan (ahagan@catholicmutual.org) or Brenda Leslie (bleslie@archatl.com) as soon as possible.

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, or to priests of the archdiocese. Priests are encouraged to purchase automobile insurance through the archdiocesan fleet policy. The fleet policy is billed out in July for the entire policy year. If a priest declines the fleet policy and instead procures insurance coverage independently, then the outside coverage must include at least a \$500,000 combined single limit of liability (or \$1,000,000 if available), and the policy needs to specify that the archdiocese is an additional named insured party. For any vehicles covered by an outside policy, the policy limits and coverages must be provided to the Office of Finance (Brenda Leslie) and Catholic Mutual (Alex Hagan) on an annual basis or any time there is a change in coverage.

As in other years, the billing for the fleet auto coverage will be generated by the Chancery's Office of Finance and sent via Bill.com by the end of July.

ANNUAL RATES FOR 2022-2023

<u>Vehicle Type</u>	<u>In State</u>	<u>Out of State</u>
Truck	\$1,760	\$2,000
Passenger	\$1,495	\$1,700
Bus/Van	\$1,935	\$2,270
Trailer	\$575	\$675

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 through Bill.com and will be sent to the archatl email address. The email from Bill.com will contain a link for making your auto insurance payment.

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. Only you can access and control this information.

If you have not previously paid an invoice or registered with Bill.com, you will need to do so. Here is a link to help guide you through your Bill.com account creation once you receive your invoice (via a separate email).

<https://help.bill.com/hc/en-us/articles/360060488871-I-was-given-the-option-to-get-paid-via-Bill-com#connect-with-an-invite-from-billcom>

Invoices should be paid in full however, you will have the opportunity to make partial payments using the Bill.com system. In order to make a partial payment, simply proceed to 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.

If you have any questions about vehicle coverage, please contact Alex Hagan (AHagan@catholicmutual.org) or Brenda Leslie (bleslie@archatl.com).

Thanks. Stay well.