



# Memo

**Date:** June 17, 2024  
**To:** Priests, parish and school business managers  
**From:** Holly Orsagh, director of financial services, Office of Finance;  
Jordan Harper, assistant/risk manager, Catholic Mutual Group  
**Re:** Fleet auto insurance renewal – MAY 1, 2024

The fleet automobile insurance policy for all vehicles of record and drivers in good standing renewed as of **May 1, 2024**. 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](mailto:JHarper@catholicmutual.org) or Tamera Whavers [Whavers@catholicmutual.org](mailto:Whavers@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 or change coverage through Church Mutual/Catholic Mutual, complete the [Fleet Auto Insurance Vehicle or Driver Change Form](#).

## ANNUAL RATES FOR 2024-2025

<u>Vehicle Type</u>	<u>In State</u>	<u>Out of State</u>
Truck	\$1,990	\$2,355
Passenger	\$1,695	\$2,000
Bus/Van	\$2,195	\$2,675
Trailer	\$650	\$795

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](mailto: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 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 [here](#).

If you have any questions about vehicle coverage, please contact Jordan Harper ([JHarper@catholicmutual.org](mailto:JHarper@catholicmutual.org)), Tamera Whavers ([Whavers@catholicmutual.org](mailto:Whavers@catholicmutual.org)) or Holly Orsagh ([horsagh@archatl.com](mailto:horsagh@archatl.com)).

For assistance with Bill.com, please contact Sue Stanton at [sstanton@archatl.com](mailto:sstanton@archatl.com).

Thank you.