



Memo

Date: October 14, 2024
To: Priests, parish and school business managers
From: Holly Orsagh, director of financial services, Office of Finance
Re: Reminder- Fleet auto insurance payment due

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

This is a reminder that your payment is due for the fleet automobile insurance that renewed as of May 1 for all vehicles of record and drivers in good standing. The fleet policy was billed in July for the entire policy year.

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) 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 with a due date of August 31 were generated by the chancery through Bill.com and sent to each priest's archatl email address on file in July. The email from Bill.com contains a link to make the auto insurance payment.

BILL.COM INSTRUCTIONS

Priests likely already have a Bill customer account, but it may not be connected which means that the priest's checking account information is entered into Bill. If the account is not connected, payment must be made via check. If the priest wants to connect their Bill account to pay electronically, please contact Sue Stanton, parish systems administrator, at sstanton@archatl.com or 404-920-7642.

Invoices should be paid in full, however, you can make partial payments via check if the account is not connected or in Bill if it is connected.

If a priest's Bill customer account is connected, [here are the instructions for making a partial payment \(steps and screenshots\)](#).

If you have any questions about vehicle coverage, please contact Jordan Harper, JHarper@catholicmutual.org; Tamera Whavers, Whavers@catholicmutual.org; or Holly Orsagh, horsagh@archatl.com. For assistance with Bill.com, please contact Sue Stanton, sstanton@archatl.com.

Thank you.