RCAA
ADMINISTRATIVE SERVICES, INC.

Memo

Date: November 3, 2025

To: Priests, principals and 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 2025-2026

Type	In State	Out of State
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 me (horsagh@archatl.com) on an annual basis or any time there is a change in coverage.

PRIEST AUTO INSURANCE BILLING

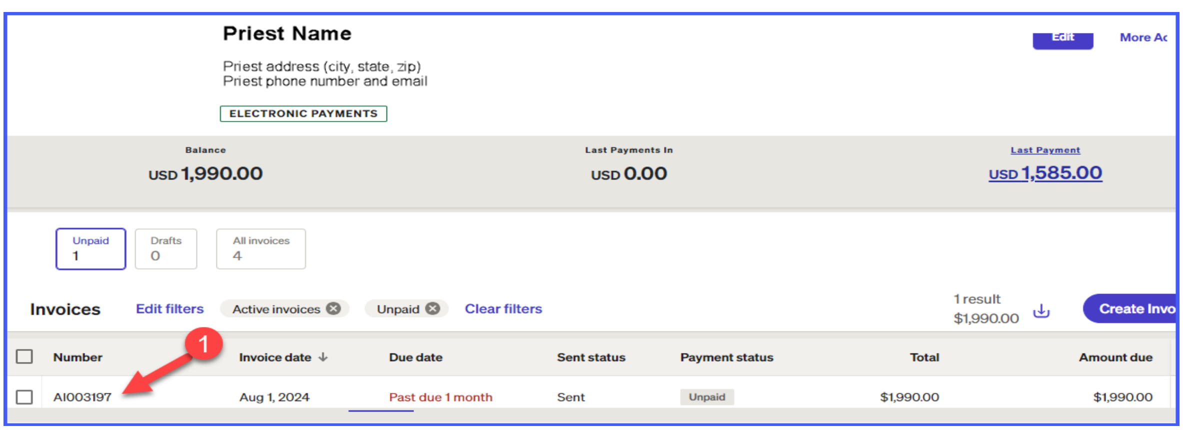
Invoices for priest auto insurance premiums are billed annually to the priest and should be paid by the priest. They should not be paid by the parish. Invoices with a due date of August 14, 2025, were generated by the Chancery through BILL.com and sent to each priest's archatl.com email address on file in July. The email from BILL.com contains a link to make the auto insurance payment. After clicking the link, you will be prompted to log in to your Bill account. Invoices should be paid in full upon receipt. However, you can make partial payments in BILL if you wish.

BILL.COM INSTRUCTIONS

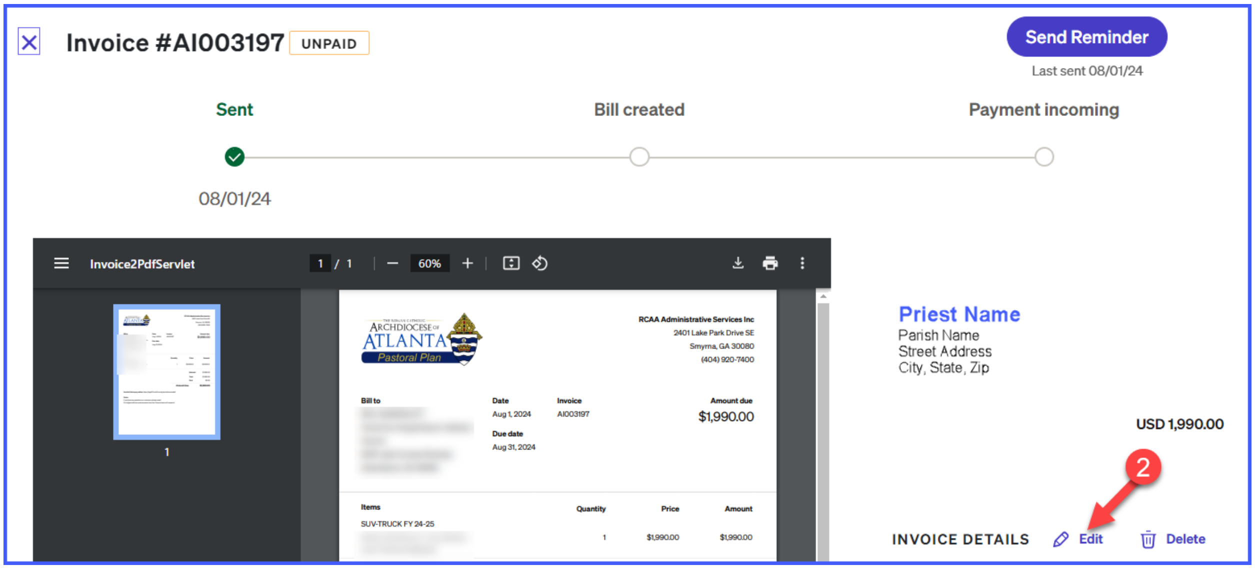
Priests likely already have a BILL customer account, but it may not be connected. A connected account means that the priest's checking account information is entered into BILL. If the account is not connected, payment must be made via check. If the priest wants to connect their BILL account to pay electronically,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

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

1) Locate the invoice in BILL and **click the invoice number** to open it.

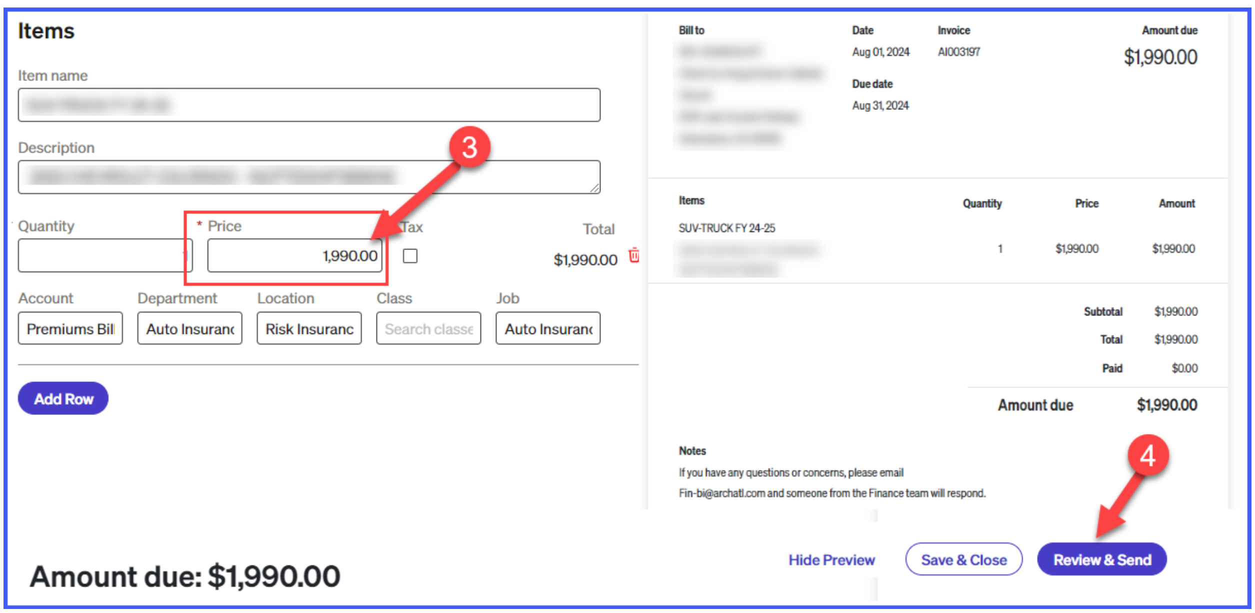


2) Click **Edit** on the right.



3) Click in the **Price field** to enter a partial payment amount overwriting the prepopulated total amount due.

4) Click **Review and Send**



After the transaction is processed, the bill is updated to show the amount paid and the remaining balance.

If you have any questions about vehicle coverage, please contact Jordan Harper at JHarper@catholicmutual.org, Nichol Pokorski at npokorski@catholicmutual.org, or me at horsagh@archatl.com.

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

Thank you.