

Helpful Hints to the Policyholder Regarding Policy and Premium

Please send all premium payments, correspondence and policy changes regarding your policy to the following address:

Arch Insurance Company
PO Box 12909
Philadelphia, PA 19176-0909

Phone: 877-369-0979 Fax: 610-977-3216 Email: acidbl@acitpa.com

You can also **Pay Online** at www.archinsurance.com/disability and click on **Payment Options**

Please Be Sure:

- ❖ To complete both the Disability (DBL) and Paid Family Leave (PFL) sections on your invoice and remit the premium due for the total of all sections.
- ❖ To pay at least the minimum premium due as noted on your DBL portion of your invoice. *There is no minimum on the PFL portion.
- ❖ To include your completed premium invoice with your premium remittance.
- ❖ To indicate your policy number on your check. If we cannot identify your policy, your payment will be returned to you, causing a delay in the processing and possible cancellation.
- ❖ To pay the premium on a timely basis. Policies cancelled numerous times for non-payment may not be reinstated.
- ❖ To allow 7 – 10 working days for premium to be posted to your account.
- ❖ To immediately notify us of any address changes or policy cancellations at the email address shown above along with the effective date of the change/cancellation.
- ❖ To keep your policy active. This coverage is required by law and non-compliance is subject to penalty by the Workers' Compensation Board.

Please Note:

- ❖ Do not include correspondence with your premium and do not indicate any changes on your premium notice. Policy changes that are requested on or submitted with your remittance will not be processed. All correspondence must be submitted separately to the proper address indicated above.
- ❖ Your Form DB-120 and PFL-120 (wall posters) should be posted in a prominent area, advising employees of their coverage under the New York Disability and Paid Family Leave Benefits Law.
- ❖ This coverage should not be confused with Workers' Compensation Coverage, which covers job-related disabilities.

Please visit our website for more information regarding New York Disability and Paid Family Leave Benefits Law at www.archinsurance.com/disability.