



The CIBA Program

Payment Plan Program

Design a Payment Plan that works for **you**.

For Direct Bill accounts of \$5000 or more in gross premium, CIBA offers the insured a cost-saving option by providing installments.



Payment Plan **Requires:**

25% down payment of the Total Gross Premium

A one-time set up fee

All Loss Control Fees, Program Fees, and all Taxes and State Fees are included in the initial down payment

Payment Plan **Includes:**

Three (3) monthly installment beginning 30 days following the coverage inception date

Additional terms may be available. Please inquire through the CIBA Broker Portal or by contacting Tracey Jackson at tjackson@cibaservices.com

EASY 2-STEP ENROLLMENT:

1 Once coverage is finalized and bound for each location, your broker has access to log into their Online CIBA Broker Portal (<http://broker.cibaservices.com/>) and design a payment plan that works for you. *Additional payments may be available. Your broker has access to request additional terms through the CIBABroker Portal or you can contact Tracey Jackson at tjackson@cibaservices.com*

2 Payment Plan Agreement and Disclosure Statement (available for download after finalizing your payment plan) must be signed by both you and your Broker. The signed copy is to be sent to CIBA Insurance Services.

Mail signed agreement & initial down payment to:

CIBA Insurance Services
655 N. Central Avenue, Suite 2100
Glendale, CA 91203
Attn: Tracey Jackson, Controller

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