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## Payment and Process Guidelines for Alberta Feeder Associations

**Objective:** to improve the efficiency and ease for local Feeder Associations to inform clients of the steps required to purchase Western Livestock Price Insurance Program (WLPIP) policies, and the process for Feeder Associations to pay WLPIP premiums for clients.

### Client vs. Feeder Association Roles:

- Client must make all WLPIP purchases on their own behalf;
  - Feeder Associations will not be making purchases
- Feeder Associations may pay AFSC directly for WLPIP premiums incurred by a client;
  - Or the client can pay for premium directly to AFSC and request reimbursement from Feeder Association

### Clients need to fill out the following WLPIP forms:

All forms are available at [www.wlPIP.ca/alberta-forms](http://www.wlPIP.ca/alberta-forms)

- Clients who are new to AFSC;
  - AB Application for Identification Number – WLPIP
  - AB Personal Information Form – WLPIP
- Existing clients with AFSC Identification Number but new to WLPIP;
  - AB Application for Subscription – Cattle
- Existing clients with WCPIP subscription;
  - AB Request to Purchase - Cattle
  - AB Assignment of Indemnity - WLPIP (if required by Feeder Association)
  - Optional: AB Consent for Release of Information to Third Party - WLPIP (only required if allowing AFSC to provide client's WLPIP information directly to Feeder Association)

### Client's Process to Purchase:

- Clients are responsible for purchasing WLPIP on their own;
  - Purchases can be done;
    - Online at [wlPIP.ca](http://wlPIP.ca)
    - Fax to WLPIP Call Centre at 403.782.8339
    - Email and scan, or fax to a Branch Office
    - Or deliver in person at a Branch Office
- Client payment options;
  - Premium can be paid by credit card at time of purchase if done online by client, or
  - Premium can be placed on account; after 15 days interest will start to accrue.
  - Premium's placed on account can be paid by credit card or cheque at the Branch Office, or
  - At your Financial Institution – in person or via online banking
    - **Note:** It is important to include the subscription number when paying by online banking

## **Statement of Coverage and Premium:**

Completed purchases will generate a Statement of Coverage and Premium;

- The document contains all purchase details, including client identification and premium
- If the purchase was made online by the client, they can print the Statement immediately
- If the purchase was made by AFSC, the Statement will be sent to the client

Premiums on account can be paid to AFSC by the Feeder Association using the information on the client's WCPIP Statement of Coverage and Premium.

- After purchase has been made the Feeder Association will require the client's Statement of Coverage and Premium;
  - Can be provided to the Feeder Association by client, or
  - Client can request a copy of Statement be sent to Feeder Association directly from AFSC
- If approved by client, Feeder Association can request Statement directly from AFSC;
  - The client will need to complete an: AB Consent for Release of Information to Third Party – WLPIP
    - Once the Authority Form is completed, an AFSC relationship is established between client and Feeder Association

## **Feeder Association Payment of Premium Options:**

Method of payment accepted;

- Credit card – in person at a Branch Office
- Cheque – made payable to AFSC;
  - can be dropped off at the Branch Office,
  - or mailed to the Branch Office address on the top of the Statement of Coverage and Premium

Information to be included when submitting payments;

- Business Name: AFSC business name they purchased insurance under
- Client's subscription number for the specific WLPIP program
- Amount of premium owed

## **Resources:**

WLPIP Branch Office list is available at: <http://www.AFSC.ca/ContactUs>

Email questions to: [WLPIP.InsuranceCallCenter@wlpip.ca](mailto:WLPIP.InsuranceCallCenter@wlpip.ca)