

BUDGET INSTALLMENT CORPORATION
1050 FRANKLIN AVENUE – SUITE 204
GARDEN CITY, NY 11530
PHONE: (800) 557-3000 FAX: (877) 678-2235
WWW.BICFINANCE.COM



PAYMENT OPTIONS

There are **four payment options** available for your use, all of which are **free of charge**. For each option, except ACH, be sure to include your BIC account number in the Memo section of your check.

- **Regular Mail** – Please mail a check for your installment made out to BIC to:
 - P.O. Box 9153
Garden City, NY 11530-9153
- **Check by Fax** – For this option, please fax a check for your installment made out to BIC to: (877) 678-2235
 - Please note on your fax that you wish to complete a check by fax
 - After you fax your check to us, please *void* the original one – *Do not mail*
 - We will replicate your checking information and process the check
- **Check by Web** – For this option, you must have created an online account with us. Follow *all* of the steps below to successfully complete this option:
 - Go to: bicfinance.financepro.com
 - Enter: “username” and “password”
 - Click: “Log In”
 - Click: “Make a Payment”
 - Enter all of your banking information on the “Make Account Payment” page
 - Click: “Next”
 - Confirm the information you’ve against your check and after reading the disclaimer, please check off “I agree” if you agree to the terms listed.
 - Click: “Confirm” (You may print your “receipt for payment” for your records)
- **Pre-Authorized Agreement for Direct Pay (ACH debits)**
 - Obtain a BIC Pre-Authorized Agreement for Direct Pay (ACH Debits) form from your insurance agent
 - Fully complete the form and attach a copy from the account from which payments are made. Mark check “void.”
 - Return both the form and voided check to your insurance agent.