

Travel Policy Payments

If the client pays by credit card for a travel policy:

- Broker will process the credit card payment directly on the travel portal
- Month end statement will show the premium for the policy received by credit card and pay commission if applicable (based on other sales)

If the client pays by cash, debit, or cheque for a travel policy:

Scenario 1 - Keep Payment:

- Broker takes payment in office for transaction
- Broker keeps payment/deposits in office
- Net balance (Premium owing - commissions paid) will show on statement
- Broker can leave balance until it is paid off by other positive commissions from credit card sales or the balance will be transferred to your personal health statement after 60 days

Scenario 2 - Remit Payment:

- Broker takes payment in office for transaction
- Broker chooses to remit payment to CanAssurance
- Either remit per policy, weekly or monthly
- If the policy payment is not received before month end, it may show a negative balance on your statement, but will be corrected once the payment is processed
 - (Premium owing - commissions paid)
- Mail cheque as per below instructions or call Individual Sales Broker Team (Justine Berk @ 306.667.5258) with Credit Card

Policies paid by Cheque

- Clients can make the cheque out to either the brokerage (follow one of the two above scenarios) or directly to CanAssurance to be remitted

Frequently Asked Questions

Where do I remit premiums paid?

- Personal Health Plans - Saskatchewan Blue Cross
- Travel Plans – CanAssurance

How to process Personal Health plan premiums (New & Renewal)?

Payment for each policy should be remitted to our office on a weekly basis, if the client is paying by cheque it can either be addressed to the brokerage or Saskatchewan Blue Cross

directly. Complete [remittance form](#) (include each policy number) and cheque addressed to Saskatchewan Blue Cross and mail to Saskatchewan Blue Cross.

How to remit Travel plan premiums?

Complete [remittance form](#) (include each policy number) and attach cheque addressed to **CanAssurance**;

1. Mail cheque and remittance to Saskatchewan Blue Cross and indicate it is for travel premiums
 - i. Saskatchewan Blue Cross will then forward to CanAssurance to be processed
2. Mail cheque and remittance form directly to CanAssurance to be processed

How do I pay a negative balance on my travel (CanAssurance) commission statement (prior to the 60 day debt flip)?

1. Complete [remittance form](#) for each policy and attach cheque addressed to **CanAssurance**;
 1. Mail cheque and remittance to Saskatchewan Blue Cross and indicate it is for travel premiums
 - i. Saskatchewan Blue Cross will then forward to CanAssurance to be processed
 2. Mail cheque and remittance form directly to CanAssurance to be processed
2. Call Individual Sales Broker Team (Justine Berk @ 306.667.5258) to make credit card payment
3. Call CanAssurance directly to make credit card payment

How do I pay a negative balance on my Personal Health (Saskatchewan Blue Cross) commission statement?

After a negative balance on your personal health plan commission statement, you can either call our office with a credit card or write a cheque issued to Saskatchewan Blue Cross (for either option, please disclose what the premium is for, i.e. statement balance)

Contact Information

CanAssurance

Mailing Address (Cheques are to be issued to 'CanAssurance')

Blue Cross
Commission & Contracting Department
1981, McGill College Avenue, Suite 105I
Montreal, Quebec H3A 0H6

Phone Number

1.800.361.2538

Saskatchewan Blue Cross

Mailing Address

516 2nd Avenue North
PO Box 4030
Saskatoon SK S7K 2C5

Contact Center Phone Number

306.244.1192

Individual Sales Broker Team

Larissa Bayet – 306.667.5465
Alison Lea – 306.667.5961
Justine Berk – 306.667.5258
Fax – 306.667.5430

