



Texas Security General

INSURANCE AGENCY, LLC.

18545 Sigma Road, Suite 101 / San Antonio, Texas 78258 / Phone: 800-714-6789 / Fax: 800-714-7110

Scan Check Authorization Form

To use TSGA's fast payment Scan Check option:

A signed Scan Check Authorization Form is required to process payment

<< ATTACH CHECK TO SCAN HERE >>

How to Scan and pay by Email:

1. Check must be made out of an agency account.
2. Make your check payable to **Texas Security General Insurance Agency** for the amount due.
3. Sign and date authorization below.
4. Scan authorization and your check to readable file format. (.pdf .tif .jpeg)
5. Email the scan file(s) to **accounting@txsecgen.com**
6. Retain the original check for your records. **Do not mail us an original.**
7. Your email and attachment file will serve as your tender for payment.

<< ATTACH CHECK TO SCAN HERE >>

The image must accurately represent all the information from the original check.

The digital image of our check along with my signature below authorizes Texas Security General Insurance Agency to use the check as a legal copy; Texas Security General Insurance Agency can use it the same way you would use the original check.

Signature of Agent Representative

Date Signed

Agency Name

AGT #

Insured Name/Policy No.

Invoice Number

Please Note: This payment option is not available if you are using a "starter check" from your bank or convenience checks, including checks from credit card companies, credit unions, home equity accounts or money markets.