



When submitting your insurance premium reports, you will be required to include the following information for all vehicles sold:

- **Auction Name**
- **Sale Date**
- **Buying Dealership**
- **Buying Dealership AuctionACCESS ID (if available)**
- **Selling Dealership or Consignor**
- **Selling Dealership AuctionACCESS ID (if available)**
- **Vehicle Year**
- **Vehicle Make**
- **Vehicle Model**
- **VIN**
- **Sale Price**

Email the report to Premiumreports@auctioninsurance.com in either an Excel (.xls) or CSV (.csv) format.

Once the report has been sent, please remit the premium payment (calculated by multiplying the number of vehicles sold by your premium rate) to AIA via ACH. Please contact us at 205-414-2600 for ACH details.

If you prefer to make payment by check, please send payment, payable to Auction Insurance Agency, to the following address:

Auction Insurance Agency
2200 Woodcrest Place, Suite 200
Birmingham, AL 35209