

Service Point SM

CHUBB®

**NEW JERSEY SCHOOLS
INSURANCE GROUP**

Chubb Invoice Support Document

version 10.2020

Risk Engineering Services

New Jersey Schools Insurance Group

Effective 07/01/2018, Chubb Limited became the insurance provider for Equipment Breakdown Coverage to participating members of the NJSIG. As part of our service offering, Chubb is providing the jurisdictional inspection services required by the State of New Jersey for objects meeting the inspection criteria.

Recently you received invoices for certificate handling fees billed as part of the jurisdictional inspections conducted by Chubb between **July 1st - September 30th**. To help you better understand our billing process, an explanation of your bill has been provided below.

Chubb Invoices Explained

Here's what was included in your invoice package from Chubb:

- Certificate and Handling Fees Summary Page(s)
- Daily Invoice Summary Page(s)
- Invoice Summary Page(s)
- General Charges Detail Page(s)

What is the certificate and handling fees summary page?

Certificate fees detailed on your invoice are fees charged by the State of New Jersey for each certificate issued to an object requiring either an internal or external certificate inspection. Chubb charges \$10 per object as a *Handling fee*.

SAMPLE CERTIFICATE AND HANDLING FEES SUMMARY:

State	Certificate Fees	Handling Fees	Total Certificate and Handling Fees per State	Number of Objects
NJ	\$880.00	\$90.00	\$970.00	9
TOTAL	\$880.00	\$90.00	\$970.00	9

Policy Term	7/1/2019-7/1/2020
Report Date Range	04/1/2020 - 6/30/2020
Report Date	09/30/2020
Insured Name	School District Name
Policy Number	000XXXXX

Location Name	Location Address	Location City	Location Zip	Type	Use	NB Number	Jurisdiction Number	Inspection Date	Certificate Fees	Handling Fee
NJSIG/School District Name/Elementary School #1	123 Main Rd	Anytown	08000	Air Conditioning	Air Conditioning	(blank)	NJ017782-07R	06/29/2020	\$80.00	\$10.00
NJSIG/School District Name/Elementary School #1	123 Main Rd	Anytown	08000	Watertube	Hot Water Heating	NB-88315	NJ104575-07H	06/29/2020	\$100.00	\$10.00
NJSIG/School District Name/Elementary School #1	123 Main Rd	Anytown	08000	Watertube	Hot Water Heating	NB-88317	NJ104576-07H	06/29/2020	\$100.00	\$10.00
NJSIG/School District Name/Elementary School #1	123 Main Rd	Anytown	08000	Watertube	Hot Water Heating	NB-88316	NJ104577-07H	06/29/2020	\$100.00	\$10.00
NJSIG/School District Name/Elementary School #2	789 Cherrytree Lane	Anytown	08000	Cast Iron Sect	Hot Water Heating	(blank)	NJ014283-07H	06/29/2020	\$100.00	\$10.00
NJSIG/School District Name/Elementary School #2	789 Cherrytree Lane	Anytown	08000	Cast Iron Sect	Hot Water Heating	(blank)	NJ014284-07H	06/29/2020	\$100.00	\$10.00
NJSIG/School District Name/Elementary School #2	789 Cherrytree Lane	Anytown	08000	Cast Iron Sect	Hot Water Heating	(blank)	NJ114071-13H	06/29/2020	\$100.00	\$10.00
NJSIG/School District Name/Elementary School #2	789 Cherrytree Lane	Anytown	08000	Fired Storage W	Hot Water Supply	NB-113457	NJ099241-11H	06/29/2020	\$100.00	\$10.00
NJSIG/School District Name/Elementary School #2	789 Cherrytree Lane	Anytown	08000	Kettle	Steamer/Cooker	NB-28981	NJ099371-12H	06/29/2020	\$100.00	\$10.00

What is the breakdown of certificate and handling fees for each object?

Boilers	Refrigeration	Pressure Vessel
Certificate Fee: \$100* Handling Fee: \$10	Certificate Fee: \$80* Handling Fee: \$10	Certificate Fee: \$60* Handling Fee: \$10

*Effective February 3rd, 2020 the State of New Jersey has approved a fee increase for all boiler, pressure vessel, and refrigeration certificates.

What does the daily invoice page detail?

The daily invoice page details the total invoice amount and provides remittance information to return payment to Chubb Limited.

SAMPLE OF DAILY INVOICE PAGE

Wire Transfer Info : Remit to:	Wells Fargo Bank 420 Montgomery Street San Francisco, CA 94101 ESIS INC.
Bank Account Name:	ESIS INC.
Account Number:	2014174985744
ABA Number (Wires & ACHs):	121000248
Swift Code:	WFBIUS66
Remittance Email Address:	SBSCashTeam@chubb.com
Check Payable:	ESIS INC.
Regular Mail Address:	Chubb, Dept. CH 10123, Palatine IL 60055-0123
Overnight Mail Address:	Chicago Regional Lockbox Attn: Box # 10123 5505 N Cumberland Ave., Suite 301 Chicago, IL 60656

Note: Chubb limited, the parent company of Chubb provides several different payment methods to participating members of the New Jersey Schools Insurance Group. Payments submitted to ESIS Inc are received under the Chubb Limited umbrella. ESIS is a third-party administrator and wholly owned subsidiary of Chubb Inc.

How do I submit payment to Chubb?

Chubb provides several different remittance options for participating members of the NJSIG. The most common payment method is payment by check. All payments submitted by check should be made payable to **ESIS Inc.** and mailed to **Chubb, Dept. CH 10123, Palatine IL 60055-0123.**

Due to COVID precautions, Chubb offices are closed. All purchase orders requiring a signature **must** be emailed to the NJBoilers@chubb.com inbox (Refer to page 5 for additional details).

What are Chubb’s payment terms?

Payment is required to be received within **60** days after receipt of the invoice. If payment is not received within **60** days, a notice will be sent by Chubb Collection Shared Services requesting immediate payment.

What is the General Charge on the Invoice Summary Page?

The general charges are the total invoiced amount for the certificate and handling fees.

SAMPLE INVOICE SUMMARY PAGE

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INVOICE SUMMARY

Invoice #
Invoice as of 11/08/2018
Currency: USD

CHARGE	AMOUNT DUE
General Charges	\$610.00

What are the Service Fee Charges on the General Charges Detail Summary Page?

The service fee charges are a summary of the total certificate and handling fees billed to your school district for each object requiring a certificate of inspection.

SAMPLE GENERAL CHARGES DETAIL SUMMARY

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GENERAL CHARGES DETAIL

Invoice #00000000
Invoice as of 11/01/2020
Currency: USD

CONTRACT PERIOD	TYPE	DESCRIPTION	AMOUNT DUE
07/01/2020-06/30/2021	Service Fee Charge	Cert/Handling Fees 070120-093020	\$400.00
CONTRACT PERIOD 07/01/2019-06/30/2020 SUB TOTAL:			\$400.00

Why am I being billed for inspection services conducted by Chubb?

The inspection services provided by Chubb are included as part of the service commitment with the New Jersey Schools Insurance Group. **No inspection service charges have been billed to your school district.** The invoices you will receive from Chubb following your jurisdictional inspections represent the certificate fees charged by the State of NJ once Chubb files the inspection. Chubb pays the fee directly to the State of NJ on your behalf.

When I send a purchase order to Chubb what do I indicate under the “line item description”?

The preferred language under the “line item description” on purchase orders received and signed by Chubb is “certificate fees.”

Purchase Order Form

SHIP FROM:
SHIP TO:
DELIVERY IINSTRUCTIONS:

Customer Number:
Delivery needed by:
PO Number:
Sales Rep:
Ship Method:
Buyer:
Terms:

ITEM	QUANTITY	DESCRIPTION	COUNT PER UNIT	UNIT PRICE	TOTAL
		→ Certificate Fees			

Where do I send a purchase order requiring a signature?

All purchase orders requiring a signature **must** be emailed directly to the NJBoilers@chubb.com inbox. Once the purchase order has been received, it will be signed and returned within 24 hours.

What objects are being inspected?

Objects requiring inspection include boilers, pressure vessels, fired storage water heaters, domestic water storage tanks, steam kettles, and refrigeration equipment meeting the inspection criteria of the New Jersey Bureau of Boiler and Pressure Vessel Compliance.

EXAMPLE OF OBJECTS REQUIRING INSPECTION



Important Resources

- For any additional inquiries, please direct all questions to the NJBoilers@chubb.com inbox
- Additional information can be found on the NJSIG website at <https://www.njsig.org/equipment-breakdown>
- Tax documentation and business registration certificates required to generate purchase orders can also be requested through the NJBoilers@chubb.com inbox.

A Legacy of Expertise

For more than seven decades, Chubb Risk Engineering services has provided world-class risk engineering to help our customers eliminate or reduce insured loss potential. We have continually demonstrated our ability to be flexible to meet our customers' changing needs. Chubb's risk engineers analyze the customer's overall approach to risk management, review loss history, propose programs to help correct deficiencies and work in tandem with customers to improve their risk management programs. Chubb's risk engineers are known for their business acumen, technical skills, and ability to communicate effectively.

Connect With Us

For more information about protecting your employees, contact your local Chubb risk engineer or visit us at www.chubb.com/engineering.

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