

Invoicing & Payment

Dealerships are required, on the last day of the month, to report all valid business for invoicing to the Administrator via the sales portal.

Payment is required by your dealership to the Administrator no later than the tenth business day of the following month, or as per Provincial regulations. Payment submitted later than this date may result in held payments by the Administrator.

Your dealership can make payment through the HUB via bank withdrawal, credit card submission or with a cheque made payable to the insurer of the business and mailed to the Administrator. Any cheques not made payable to the insurer will be returned to your dealership.

When calculating remittances, please note the following taxation regulations:

1. QST is applicable for customers residing in Quebec.
2. RST is applicable for customers residing in Manitoba, and Ontario.
3. Taxes are not applicable to customers residing in all other provinces.

When submitting payment, please ensure that you attach the following:

1. Cheque made payable to Co-operators Life Insurance Company
2. Invoices generated by the online sales portal if details not included on the cheque remittance advice

Please submit to:
Secure Drive
#142 - 757 West Hastings Street
Vancouver, BC V6C 1A1