

Entering Prior Payments (Adverse Party)



Adverse Party makes prior payment to the Recovering Party for damages.

- Step 1: Go to the Feature Response Workflow Step.
- Step 2: Select Add Prior Payment Made, enter the amount, and provide a payment description.
- Step 3: Attach evidence to support payment was cashed/cleared/deposited.

WORKFLOW STEPS

- Confirm Incident Details and My Party Information
- Add Additional Parties
- Liability Arguments
- Coverage Response - Collision
- Feature Response - 2021 FORD **1**

Recovery Sought

Company-Paid Damages

Auto Damage	\$10,000.00	+ Add Dispute
Total Sought	\$10,000.00	
Total Proposed	\$10,000.00	
Difference	\$0.00	

Prior Payments Made **2**

+ Add Prior Payment Made

ALPHA INSURANCE OF FLORIDA has not accepted prior payments from BETA INSURANCE OF COLORADO.

✓ Payment Amount: \$ 8,000.00 Delete Payment

⊙ Payment Description: Prior Payment made to Recovering Party in the amount of \$8000.00 or 80% of the subrogation demand.

Supporting Evidence for Feature Response **3** + Attach Evidence

- When describing a payment, please enter it as shown in **Step 2**. Payments described in other workflow steps could be overlooked by the arbitrator (i.e., Liability Arguments, Damage Disputes, or Additional Exposure fields).
- Attach evidence supporting that the payment was cashed/cleared. This is required to receive a credit.
- Prior payments** are defined as payments made to the Recovering Party, its insured, or vendors and should **only be entered for damages being sought in the filing** (i.e., vehicle damages, deductibles, rental, total losses, diminished value, towing, storage, car seats, etc.).
- Do not enter** payments for out-of-pocket expenses or damages **not** sought in the filing (i.e., out of pocket rental, contents, etc.). This includes payments to parties not named in the filing (i.e., additional exposures/innocent parties).
- When responding to a supplement filing, only enter a prior payment as it relates to the supplement (i.e., do not include the original award payment in this section).



Per Rule 2-5, prior payments **must** be entered in the **Add Prior Payment Made** field for the credit to be applied to the award.

➤ **Stop! Do not enter prior payments or descriptions in other workflow steps.**

Liability Arguments

Damage Disputes

Additional Exposures

Normal **B I U S A** Insert Evidence

Beta Insurance contends that Alpha contributed to this loss. The police officer marked Alpha's speed as a contributing factor making them partially responsible for their own damages. Beta issued a payment to Alpha in the amount of \$8,000.00 to settle this claim and we request the arbitrator give us a credit for that amount.

Auto Damage \$10,000.00 [Delete Dispute](#)

✓ Proposed Amount

✓ Dispute Type(s)
Parts

* Dispute Justification

Normal **B I U S A** Insert Evidence

Beta Insurance has already paid Alpha Insurance \$8000 towards this loss and should be reduced from the award.

Alpha Ins. seeking damages totaling \$ 10,000.00
less Beta's Ins. prior payment \$ - 8,000.00
Total Owed \$ 2,000.00

[+ Add](#)

Description	Amount	Payment Status
Damages paid for Justin Case -2021 Ford Explorer.	\$8,000.00	Paid

➤ **Stop! Do not enter prior payments for damages not being sought by the Recovering Party.**

Company-Paid Damages

Auto Damage \$ 10,000.00

Rental \$ 475.00

Towing \$ 287.20

Damages being sought by Recovering Party include:
❖ Vehicle Damages/Rental/Towing

Prior Payments Made [+ Add Prior Payment Made](#)

ALPHA INSURANCE OF FLORIDA has not accepted prior payments from BETA INSURANCE OF COLORADO.

✓ Payment Amount [Delete Payment](#)

⊕ Payment Description
Payment made directly to Recovering Party insured for car seat. Payment is for damages **not** sought in filing (car seat).

Entering a prior payment **not** sought in the filing will erroneously reduce the Recovering Party's award. This includes payments not covered under a first party contract (i.e., contents, out of pocket rental, etc.) but for which an Adverse Party may be liable to pay.

Payments for parties **not** named in the filing should not be included (i.e., additional exposures/innocent parties).

When policy limits are at risk, Adverse Parties should enter prior payments in the **Additional Exposures** field.