



# INSURANCE BILLING

## NEW BUSINESS CHECKLIST

Insurance billing setup is one of the tasks new windshield repair businesses are most intimidated by. But you don't have to be! The setup process is really very straightforward; and a process that can be completed with a minimal time investment. We've created an insurance billing checklist to help guide you through this process.

Contact Delta Kits if you need additional information about how to complete any of the steps below.

- Review the Windshield Repair New Business Checklist if you have not already done so.
- Determine if you need an employer identification number (EIN), also called a tax identification number (TIN) or if you can simply use your social security number to file your taxes. The IRS has a checklist to help you with this task. If you need to apply for an EIN you can also find the application on the IRS website.
- Obtain a \$500,000 General Liability insurance policy.
- Obtain a \$50,000 Garage Keepers Coverage policy. (Optional but highly recommended) Speak with your insurance agent to determine the best fit for your business needs.
- Sign up with [SGC Network](#) by visiting their site and completing the two forms provided. Once completed return to SGC by fax or email as listed in the documentation.
- Sign up with [Lynx Services](#) by visiting their site.  
**Note:** Lynx Services has a two part registration process. To begin enter your Federal Tax ID# or SSN# whichever is applicable to your business. You will receive an email from Lynx with additional information to complete the registration process. Be sure to follow the written instructions or you may miss a step and cause a delay in the processing of your registration.
- Sign up with [Gerber National Glass Services](#) by calling 866-638-4527
- Sign up for a preferred electronic data interchange (EDI) provider. DELTA KITS CUSTOMERS ONLY: REQUEST A REGISTRATION FORM [ONLINE](#).
- Create an invoice template for your accounting software or have invoices printed. Be sure to include spaces for your customer to sign and date. Occasional signature audits are a normal part of the insurance billing accountability process. [Template Sample](#)

If you any questions about completing any of these steps, feel free to contact us.

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