

Just recently, Catholic Mutual Insurance sent out the Property and Liability billing directly to all parishes. The invoices were usually sent out from the Diocese of Superior benefits office in the past, but effective with the billing you just received in August the invoice is directly from Catholic Mutual and payments should be made to Catholic Mutual and not to the Diocese of Superior.

The billing is combining property and liability so instead of separating the payment between the two account numbers, please create a new account number[5206 Property and Liability Insurance] in QuickBooks as an expense account (the window shows as Edit Account, but you would be creating a new account as shown:

**Edit Account**

Account Type: Expense Number: 5206

Account Name: PROPERTY & LIABILITY INSURANCE

Subaccount of

**OPTIONAL**

Description

Note

Tax-Line Mapping: <Unassigned> [How do I choose the right tax line?](#)

Account is inactive

Save & Close Cancel