



## **BROKER GENERAL PROCEDURES**

### **I. Binders:**

Upon confirmation that coverage has been bound by The Mechanic Group, brokers may issue binders. *Prior to binding your first submission, your signed Producer Agreement, copy of your State's License, evidence of Errors & Omissions insurance coverage and a completed form W-9 must be received by our office.*

### **II. Certificates of Insurance:**

Brokers may issue Certificates of Insurance to their insureds.

### **III. Additional Insured Requests:**

All Additional Insured Certificates must be sent to our office!!! The following wording **MUST** be used on all Additional Insured Certificates:

*Certificate holder is included as an Additional Insured under the General Liability with respect to the liability created by the negligent acts, errors or omissions of the named insured herein.*

Any other wording must be approved by our office prior to issuing the Certificate of Insurance.

### **IV. Claims:**

All claims and/or notice of incident must be reported directly to our office as soon as possible. Please forward a completed "Acord Loss Notice" along with supporting documentation.

### **V. Endorsement Requests:**

Endorsement requests must be made in writing and should include all pertinent policy information. An "Acord Change Request Form" is appropriate. Certificates of Insurance indicating coverage changes will not be honored.

### **VI. Audits:**

Policies that are subject to audit will be scheduled shortly after policy expiration. Please advise your insured of this as it is important they cooperate with the auditor. Failure to do so could effect future renewals.

### **VII. Renewals:**

Renewal applications will be sent to your office approximately 60 days prior to the renewal date. It is imperative the application be completed and returned by your insured as soon as possible to secure a renewal quote.

### **VII. Sub-Brokered/Produced Business:**

A great deal of information is required from the Broker/Producer to accurately evaluate an account. It is imperative to obtain this information from the Broker/Producer working directly with the Insured. Therefore, we **CANNOT** allow Brokers/Producers to sub-broker business.