



## **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 using an Acord Certificate. Any Certificates other than Acord require prior approval from The Mechanic Group Inc. Brokers are not allowed to alter the Acord Certificate wording without prior approval from The Mechanic Group Inc.

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

All copies of Additional Insured Certificates must be sent to our office. For any mid-policy term, new Additional Insureds that are added, a completed and signed Additional Insured Questionnaire must be accompanied with the Certificate. The following wording **MUST** be used on all Additional Insured Certificates:

**Subject to a signed and dated written contract or written agreement that includes an additional insured requirement, certificate holder is an additional insured (CG 20 10 07/04).**

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.

### **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