



AMERISAFE

2301 Hwy 190 West, DeRidder, LA 70634

Ph: 1-800-256-9052 Fax: 1-888-331-8870

www.amerisafe.com

aiic-mktg@amerisafe.com

Send applications to: applications@amerisafe.com

Ready Reference Guide

PREMIUM SIZE

\$5,000 MINIMUM PREMIUM EXCEPT FOR TRUCKING RISKS - UNLESS OTHERWISE RESTRICTED BY STATE LAW OR REGULATIONS.

PAYMENT PLANS

THE STANDARD PROCEDURE FOR PAYMENT IS MONTHLY REPORTING REMITTED DIRECTLY TO **AMERISAFE**. DEPOSITS VARY. **AMERISAFE** ACCEPTS PAYMENTS ELECTRONICALLY BY CHECK-BY-PHONE AND OTHER PAYMENT OPTIONS ARE AVAILABLE AT UNDERWRITER'S DISCRETION.

BINDING AUTHORITY

AGENT HAS NO BINDING AUTHORITY. COVERAGE WILL NOT BE BACK DATED. ACCOUNT IS BOUND AFTER APPROVAL FROM **AMERISAFE** UNDERWRITING. **AMERISAFE** WILL CONFIRM BINDING TO AGENT BY FAX ON DATE OF REQUEST. FAX WILL INCLUDE POLICY NUMBER.

CERTIFICATE OF INSURANCE ISSUANCE

AGENT WILL ISSUE ALL CERTIFICATES - USE ACCORD FORM 25. ALL INDUSTRY SPECIFIC CERTIFICATE FORMS ARE TO BE APPROVED BY **AMERISAFE**. REFER TO AGENT GUIDELINES WHEN MULTIPLE CERTIFICATES ARE NEEDED.

ENDORSEMENTS

ENDORSEMENT REQUESTS MUST BE MADE IN WRITING TO **AMERISAFE**. COVERAGE REDUCTIONS REQUIRE INSURED'S SIGNATURE.

AGENT OF RECORD

UNLESS OTHERWISE REQUIRED BY STATE LAW OR REGULATION, **AMERISAFE** WILL ONLY ACCEPT AGENT OF RECORD LETTER RECEIVED 10 BUSINESS OR WORKING DAYS PRIOR TO THE REGULAR ANNIVERSARY RENEWAL DATE AND IS AT THE DISCRETION OF THE APPROPRIATE REGIONAL VICE-PRESIDENT OF SALES.

SAFETY INSPECTION

AGENT MUST NOTIFY CLIENTS OF SAFETY INSPECTIONS TO BE PERFORMED BY **AMERISAFE** SAFETY PROFESSIONALS PRIOR TO QUOTING.

CLAIMS

SHOULD BE IMMEDIATELY REPORTED BY PHONE - **1-800-699-6240**.

TARGETED INDUSTRY FOCUS

AMERISAFE TARGETS LOW FREQUENCY, HIGH SEVERITY CLAIMS-DRIVEN HAZARDOUS INDUSTRIES. TARGETED INDUSTRIES INCLUDE: CONSTRUCTION, TRUCKING, WOOD PRODUCT MANUFACTURING, AGRIBUSINESS, OIL & GAS, HEAVY MANUFACTURING, SURFACE MINING, USL&H EXPOSURES, AND OTHER HAZARDOUS EXPOSURES. VISIT OUR WEBSITE - WWW.AMERISAFE.COM - TO DOWNLOAD THE MOST CURRENT LISTING OF YOUR STATE'S SPECIFIC PREFERRED CLASS CODE LIST.

NEW BUSINESS

(APPLICATIONS ACCEPTED 120 DAYS IN ADVANCE OF INCEPTION/QUOTES GOOD FOR 60 DAYS)

- ◆ SUBMISSIONS CAN BE MAILED, FAXED TO: (888) 331-8870; OR EMAILED TO: applications@amerisafe.com.
- ◆ NARRATIVE DESCRIPTION OF ACCOUNT:
 - ◆ EXPIRING AND 3 YEAR CURRENT VALUE, HARD COPY LOSS RUNS WITH DETAILED LOSS SUMMARY.
 - ◆ CURRENT EXPERIENCE MOD WORKSHEET OR EXPIRING AND 3 YEAR HISTORICAL PAYROLLS BY CLASS CODE
 - ◆ REFER TO **AMERISAFE**'S WEBSITE FOR THE SUPPLEMENTAL APPLICATIONS.
- ◆ FOR MULTI-LOCATION ACCOUNTS:
 - ◆ TOTAL NUMBER OF LOCATIONS IN EACH STATE.
 - ◆ PHYSICAL ADDRESS, CONTACT NAME AND PHONE NUMBER, DESCRIPTION OF OPERATIONS, NUMBER OF EMPLOYEES (FOR EACH LOCATION).
- ◆ THE SIGNING PRODUCER MUST BE **AMERISAFE** LICENSED AND APPOINTED IN ALL EXPOSURE STATES.
- ◆ DEPOSIT AND ALL FORMS REQUIRING SIGNATURE MUST BE RECEIVED BY **AMERISAFE** WITHIN 10 DAYS OF BINDING

RENEWALS

- ◆ RENEWAL OFFERS ARE GOOD FOR 30 DAYS AFTER EXPIRATIONS -- COVERAGE WILL NOT BE BACK DATED.
- ◆ ALL REQUIRED DOCUMENTS MUST BE RECEIVED BY **AMERISAFE** WITHIN 10 DAYS OF BINDING.

MONTHLY REPORTING FORMS

- ◆ REPORTING FORMS WILL BE SENT TO INSURED BY COMPANY. FORMS WILL INCLUDE PAYMENT RATES AND ANTICIPATED CLASS CODES.
- ◆ REPORTING FORM AND PAYMENT TO **AMERISAFE** SHOULD BE RECEIVED ON OR BEFORE THE 10TH OF THE MONTH FOLLOWING THE REPORTING PERIOD.
- ◆ IF TIMELY REPORT IS NOT RECEIVED, NOTICE OF CANCELLATION WILL BE ISSUED. FULL PAYMENT RECEIVED BEFORE EFFECTIVE DATE OF CANCELLATION WILL REINSTATE COVERAGE. AN N.S.F. CHECK WILL GENERATE A NOTICE OF CANCELLATION. NO REINSTATEMENT IS OFFERED AFTER 3 NOTICE CANCELLATIONS ARE ISSUED.
- ◆ PHYSICAL AUDIT WILL BE PERFORMED TO CONFIRM MONTHLY REPORTS.

CANCELLATION

BY INSURED --- CANCELLATION WILL BE SHORT RATED

- ◆ REQUIRES WRITTEN REQUEST BY AGENT OR INSURED ◆
- ◆ REQUIRES SURRENDER OF POLICY OR SIGNED LOST POLICY RELEASE

BY AMERISAFE — CANCELLATION

- ◆ FLAT CANCELLATION --- IF DUPLICATE COVERAGE IS IN PLACE
- ◆ FOR NON-PAYMENT OF PREMIUMS
- ◆ FOR OTHER CAUSES CONSISTENT WITH STATE LAW OR REGULATIONS

UNDERWRITING REGIONS

Region 1 – Brenda Swain

AK, AR, CO, KY, LA, MS, NV, OK, TN, TX

Region 2 - Nancy Hunt

AL, DE, FL, GA, NC, PA, SC, VA

Region 3 – Joyce Whiddon

IA, IL, IN, KS, MD, MN, MO, WI