



## **AMERISAFE**

2301 Hwy 190 West, DeRidder, LA 70634

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

[www.amerisafe.com](http://www.amerisafe.com)

[aiic-mktg@amerisafe.com](mailto:aiic-mktg@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**.  
DEPOSIT VARIES. OTHER PAYMENT OPTIONS ARE AVAILABLE AT UNDERWRITER'S DISCRETION.

## **BINDING AUTHORITY**

AGENT HAS NO BINDING AUTHORITY. ACCOUNT CAN BE 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 FORM CERTS ARE TO BE APPROVED BY  
**AMERISAFE**. REFER TO AGENT GUIDELINES WHEN MULTIPLE CERTS ARE NEEDED. **AMERISAFE** WILL NOTIFY CERT HOLDERS IF  
CANCELLATION AND/OR REINSTATEMENT IS GENERATED DURING THE POLICY PERIOD.

## **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 DAYS PRIOR TO THE REGULAR ANNIVERSARY RENEWAL DATE.

## **SAFETY INSPECTION**

ALL RISKS WILL BE INSPECTED BY **AMERISAFE** SAFETY PROFESSIONALS PRIOR TO QUOTING.

## **CLAIMS**

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

---

# **The Hazardous Workers' Comp Specialists**

## TARGETED INDUSTRY FOCUS

AMERISAFE TARGETS LOW FREQUENCY, HIGH SEVERITY CLAIMS-DRIVEN HAZARDOUS BUSINESSES. TARGETED INDUSTRIES INCLUDE: CONSTRUCTION, TRUCKING, PALLET MANUFACTURING AND OTHER WOOD PRODUCT MANUFACTURING, AGRIBUSINESS, OIL & GAS, HEAVY MANUFACTURING, SURFACE MINING, USL&H EXPOSURES, AND OTHER HAZARDOUS EXPOSURES.

## NEW BUSINESS

(APPLICATIONS ACCEPTED 90 DAYS IN ADVANCE OF INCEPTION/QUOTES GOOD FOR 60 DAYS)

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 THE AGENT GUIDELINES FOR THE "TRUCKING EXPEDITER."

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. FORMS WILL INCLUDE PAYMENT RATES AND ANTICIPATED CLASS CODES.

COMPLETED 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 CONTACTS

\* Application for Admission pending or anticipated.

| TEAM 1              | TEAM 2                | TEAM 3              | TEAM 4               | TEAM 5                  | TEAM 6               |
|---------------------|-----------------------|---------------------|----------------------|-------------------------|----------------------|
| Maureen Longanacre, | Linda Pruitt,         | Kelly Bailey,       | Carla Ginnich,       | Nancy Hunt,             | Beverly Wilson,      |
| <u>Chris Burns</u>  | <u>Stacie McMahan</u> | <u>Wanda Booker</u> | <u>Cheryl Nelson</u> | <u>Jennifer Karasch</u> | <u>Joyce Whiddon</u> |
| AK, *AZ, GA,        | AL, FL, LA, OR, WA    | CO, ID, KS, MS,     | AR, CA, IN, HI,      | *CT, DE, ME, MA, MD,    | IA, IL, MI, MN,      |
| NM, NV, TX          |                       | ND, NE, OK,         | KY, MT, TN           | NC, NH, *NJ, NY,        | MO, *OH, WI          |
|                     |                       | SD, UT, WY          |                      | PA, RI, SC, VA, VT,     |                      |
|                     |                       |                     |                      | WDC, *WV, U.S.VI        |                      |