



SUBMISSION CRITERIA

Property & Casualty

Bank:	State:
Agency:	Date:

- COMPLETED AND SIGNED APPLICATION
ACORD applications are required for all submissions with the exception of the Umbrella which requires a Bancinsure application signed by the agent and/or the Insured.
- USE BANCINSURE SUBMISSION FORM
- LIST ALL OPTIONS REQUESTED AT THE TIME OF THE SUBMISSION
- ADVISE WHETHER OR NOT THERE WILL BE COMPETITION, WHO THE COMPETITION WILL BE AND LAST YEAR'S PREMIUMS (IF THIS IS A NEW BANK BEING SUBMITTED)
- USE BANCINSURE CONFIRMATION ORDER FORM
- ADVISE ORDER RESULTS WITHIN 30 DAYS OF EFFECTIVE DATE INCLUDING PREMIUMS SUBMITTED BY OTHER COMPANIES
- IF COVERAGE IS TO BE CANCELLED, OBTAIN LETTER OR POLICY RELEASE FROM THE BANK
- COVERAGE CHANGES SHOULD BE REQUESTED IN WRITING ON ACORD POLICY CHANGE REQUEST FORM
- SUBMISSION SHOULD BE COMPLETE SO THAT UNDERWRITER DOES NOT NEED TO REQUEST ADDITIONAL INFORMATION