



Workers' Comp Broker of Record Requirements & Procedures

	AIG	BHHC	EMPLOYERS	EVEREST
BOR requests must be on insured's letterhead (not on an Acord form) and must be received within 7 days of date on letter	✓	✓	Yes, and must specify EMPLOYERS and dated within past 15 days	Yes, and must specify Everest National Insurance Co.
Officer/Owner signature required	✓	✓	Yes, and must specify title	✓
No Mid-term BORs	✓	✓	✓	✓
Letter must include the insured's complete name and address, effective dates, and policy number	✓	✓	✓	✓
Must include updated and current Acord® application	✓	✓	✓	✓
Must list WIAA and your agency together as broker; example: WIAA/Your Agency	✓	✓	✓	✓
Rescind period	5 days	5 days	3 days	10 days (must be <u>prior</u> to effective date)

CALL US AT 800-553-4221

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NOTE: Requirements reflect stand-alone workers comp carriers