



Commercial Lines Broker of Record Requirements & Procedures

	The Hartford	Liberty Mutual	CNA	Travelers	AmTrust
BOR must be received 20 days prior to renewal; no mid-term BOR	✓	✓	✓	✓	✓
BOR requests must be on insured's letterhead (not on an Acord form)	✓	✓	✓	✓	✓
Must list WIAA and your agency together as broker; example: WIAA/Your Agency	✓	✓	✓	✓	✓
Letter must include the insured's complete name, address, effective dates, and policy number	✓	✓	✓	✓	✓
Must include updated and current Acord® application	✓	✓	✓	✓	✓
Acord® cancellation not required	✓	✓	✓	✓	✓

CALL US AT 800-553-4221

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