



A Nationwide Insurance Agency

AMIS / Alliance Marketing and Insurance Services

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GENERAL UNDERWRITING PROCEDURES

Binders

After AMIS has confirmed that coverage has been bound, brokers may issue binders.

Certificates of Insurance

AMIS must receive payment before brokers have the authority to issue ACORD certificates of insurance to their insured's or additional insured's. Copies of each additional insured certificate issued must be sent to AMIS and a copy must also be retained in your office.

Note: Endorsement changes will not be honored through certificates.

Note: Certificates of Insurance cannot be altered without the written authorization of an AMIS authorized representative.

Claim Reporting

All claims and supplemental information must be submitted to AMIS at this office, please DO NOT report losses to the carrier. Please report all claims promptly and in full detail.

Renewal Notice

Renewal applications will be requested approximately 60 days prior to renewal and should be returned to AMIS within the time specified in order to allow adequate time to prepare and present our renewal quote. No automatic renewals are available.

Endorsement Requests

Endorsement requests must be made in writing to AMIS and include all appropriate information such as: names, policy numbers, effective dates, brokers, etc. Certificates of Insurance specifying coverage changes will not be honored.

Please Note: All additional insured endorsements, non-owned auto, miscellaneous property, excess liability is 100% Flat/Fully Earned.

Audits

All auditable policies will be scheduled for audit by the insurance company shortly after the end of the policy period. The insured is required to make records available to the auditor pursuant to the policy terms and conditions.