

This is a brief step-by-step guide to help you complete the Errors and Omissions application.

It is to your benefit that you complete the application neatly and in its entirety!

This guide attempts to answer the most common questions and address the most common application problems. Although it does not address every last question (many are self-explanatory), please complete all the questions. Do not leave any question unanswered. If something does not apply to your agency, please indicate “none” or “n/a” and indicate all estimations as such.

If you have any questions during this process, please contact The E&O Department at (800) 627-3356 or (602) 956-1851 and ask for Joni Fairbrother or Mona Enriquez.

Questions 1 – 3

1.a. Only one Named Insured should be listed as the primary named insured. The term “etal” or “etc.” is never to be used in an insured name. The names of banks and bank holding companies should not be listed as Named Insureds. Insureds that are owned by banks or bank holding companies can add the name of the institution on an additional insured/vicarious liability endorsement. An Additional Entity Supplement must be completed to make this request.

1.f. The term “majority owned” means that the same individuals or entities that own the Named Insured also have a 51% or greater ownership interest in the additional entity. Again, if additional insureds are to be listed, an Additional Entity Supplement must be completed. Contact Mike Radcliffe to obtain supplement.

2.c. Provide list (with name, address, phone, fax, contract person and email) of all branch locations.

Question 4

4.a. – 4.d. Contact Mona Enriquez if a supplement is needed for any ‘yes’ response provided.

Questions 6 – 8

6.a. & 6.b. The P&C commission reported on line “b” **MUST** make sense with the P&C volume on line “a”. Both lines must include the agency’s entire P&C book, including all new and renewal business and all crop-hail/multi-peril business (gross premiums). Please complete both columns.

7.a. Count each staff person once. **DO NOT** leave the owners, officers, partners line blank. If an owner/officer is also an agent, count that person(s) on the owner/officer line.

7.b. – 7.d. Please indicate percentages, not number of staff members.

8.a. Column 1 must total 100%. Column 2 must also total 100%.

8.c. Please answer this question to describe the agency's entire book, not just out of state policies.

Questions 9 – 10

9.a. Keep in mind that the P&C volume indicated on line 6.a. must equal or exceed the total provided in question 9.a.

9.b.(1) Please include the AM Best Rating for your carriers. Knowing the AM Best ratings of your carriers is a good practice. If you do not know, please contact Mona Enriquez.

Also, non-admitted carriers are easy to distinguish from admitted carriers because a 3.2% excess and surplus tax and stamping fee must be paid on the gross premium of all non-admitted carrier business.

10.a.(1) "Direct with Carriers" means that part of your business for which you are directly appointed with the carriers.

10.a.(2) - 10.a.(4) and 10.b. The percentages provided on these 6 lines must correspond to the business volume reported in question 10.b.

Questions 11 – 15

Provide detailed explanation for a "yes" response. For each item that does not apply to your agency, check "no". Please do not leave any blank.

Questions 16 – 17

Please note that these two questions ask if any entity (not individual) is involved in 10% or greater ownership interest.

Questions 18 – 31

All self-explanatory. Provide explanation to any "yes" response provided in questions #19 through #25.

Please make sure that the application is signed and dated by an owner/officer of the agency with the box checked by the same person directly above the signature.

Once the application is all completed, please attach all supplemental questionnaires and send to:

The E&O Department Or Fax to 602-468-1392 Or Email to mona@iiabaz.com
c/o IIAB of Arizona
333 East Flower Street
Phoenix, Arizona 85012

If you have any questions, please contact Mona Enriquez or Joni Fairbrother at (800) 627-3356 or (602) 956-1851.