



# SUBMISSION CHEAT SHEET

## General Submission Requirements:

- Completed & signed DMC application\*
- List of all drivers, including: name, driver's license number and state, date of birth, hire date, and years of experience (Microsoft Excel format preferred)
- Vehicle list including make, model, year, VIN #, stated value and garaging state (Microsoft Excel format preferred)
- Loss runs for current and prior four years, valued within 90 days of effective date for all requested coverages (including explanations for losses greater than \$25,000)
- Consolidated balance sheets and income statements for current year and prior two fiscal years (audited or reviewed for prior two years, preferred)
- The 4 most recent quarters of IFTAS (8 preferred)
- Current & historical insurance structure and pricing
- Account narrative including company safety program in cover email or separate document

## Straight Excess Submissions Must Also Include:

- Loss runs for current and prior ten years, valued within 90 days of effective date for all layers
- Underlying/governing policy form(s)
- Current & historical tower structure and pricing

## Workers' Compensation Submissions Must Also Include:

- NCCI e-mod
- Workers' Compensation-specific application
- Payroll/employee counts by class code – current, projected, and four historic years.

\*To acquire a DMC application or if you have any questions, please contact a member of our sales team:

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