



TRUCKING –GA
P. O. Box 10800
RALEIGH, NC 27605-0800
(800) 525-7486
WWW.IATINSURANCEGROUP.COM

AGENT OF RECORD / BROKER OF RECORD PROCEDURES

The AOR/BOR letter is the formal document that indicates the insured's choice of Agent/Broker. The Company will accept an AOR/BOR subject to the following Guidelines.

RENEWAL ACCOUNTS

AOR/BORs will be accepted if they include the following:

1. Written on the Insured's letterhead
2. Signed by the individual authorized to make insurance decisions. The letter should state the signatory has the authority to choose AOR/BOR.
3. Specific coverage information should be identified.
4. IAT must receive the AOR/BOR 10 days prior to expiration.
5. The letter should identify both retail producer and general agent.
6. A complete renewal submission must accompany the AOR/BOR.

NEW BUSINESS

AOR/BORs will be accepted only if they include the following:

1. Written on the Insured's letterhead
2. Signed by the individual authorized to make insurance decisions. The letter should state the signatory has the authority to choose AOR/BOR.
3. Specific coverage information should be identified.
4. IAT must receive the AOR/BOR 10 days prior to expiration.
5. The letter should identify both retail producer and general agent.
6. A complete submission must accompany the AOR/BOR

ADDITIONAL AGENT OF RECORD GUIDELINES

- AOR/BOR will not be accepted midterm.
- Agents will be notified when IAT receives an AOR/BOR by their underwriter. Upon receipt of this notification agents will have 5 days to send a rescinding letter to their underwriter. IAT will accept one rescinding letter.
- There may be extenuating circumstances under which an account cannot be taken over by an AOR/BOR - in the event you are attempting an AOR/BOR on such an account, you will be advised by the Company upon receipt of the AOR/BOR.