



## READY REFERENCE GUIDE

### CONTACT

**Mail:**

2301 HWY 190 W  
DeRidder, LA 70634

**Call:**

888.393.5071

**Fax:**

337.460.3526

**General Email:**

wholesale@amerisafe.com

**Workers' Comp application:**

agai.submissions@amerisafe.com

### QUICK FACTS

**Certificate of Insurance Issuance**

Agents will issue all certificates - issue an ACORD Form 25. Any other certificate form or wording allowed by state law or regulation must be pre-approved by AGAI.

**Endorsements**

Endorsement requests **must** be made in writing to AGAI and will be effective the date after receipt of the request.

**Coverage Reductions**

Coverage reductions require policyholder signature.

**Payment Plans**

Multiple payment options are available through our carriers.

AGAI Wholesale Division is a wholly owned subsidiary of AMERISAFE. The AGAI Wholesale Division represents multiple workers' comp insurance companies and has partnered with them to bring agents a market for hazardous industries.

### INDUSTRIES WE SERVE

**Hazardous Industries:**

\$10,000 minimum premium

- Arborists
- Agriusiness
- Artisan Contractors
- Construction
- Heavy Manufacturing
- Logging
- Long & Short Haul Trucking
- Oil & Gas
- Roofing
- Towing
- Wood Products
- USL&H / Maritime

For a complete listing of accepted classifications visit:  
[wholesale.amerisafegeneralagency.com](http://wholesale.amerisafegeneralagency.com)

### QUICK STEPS FOR NEW BUSINESS

**1. When to Apply**

Applications are accepted 120 days in advance of inception and quotes are good for 60 days from date of issuance.

**2. Where to Send Submissions**

**Email**

agai.submissions@amerisafe.com

**FAX**

337.460.3526

**Mail**

2301 HWY 190 W, DeRidder, LA 70634

**3. Submissions Must Include**

- Narrative description of account
- Expiring and 3-year current value loss runs with detailed loss summary
- Current Experience Modification worksheet

**AND/OR**

- 3-year historical payrolls by class codes

## QUICK STEPS FOR NEW BUSINESS

### 4. Additions

**Multi-Location Accounts** should also include the total number of locations in each state, along with the following: physical address, contact name with phone number and email, description of operations, and number of employees for each individual location.

### 5. Agency/Broker Agreement

AGAI requires each agency to provide a signed copy of the Broker Agreement with all required forms at the time of binding. No contract is needed to submit

### 6. Safety Inspection

Agents must notify potential policyholders of a possible safety inspection for hazardous industries prior to quoting

### 7. Auditing

Policyholders may be subject to an interim audit. Final audits are performed on **most** policies.

## UNDERWRITING PROCESS

AGAI will confirm binding and provide the Policy Number to the agent by fax or email upon receipt of confirmation from carrier. **We do not delegate underwriting to agencies, marketers, or any third-party providers.** Producers have no binding authority and coverage cannot be backdated.

## RENEWALS

All renewal requests must be received in writing prior to the policy effective date. Renewal offers are good for 60 days after expiration date. Requests to bind renewals are required prior to the effective date. All required documents must be received by AGAI at time of binding.

## CANCELLATIONS

### By AMERISAFE:

Cancellations by AGAI are allowable under the following circumstances.

- Flat Cancellation - if duplicate coverage is in place
- For non-payment of premiums
- For other causes consistent with state law and/or regulations

### By the Policyholder:

Cancellations will be short rated and require:

- Written request by producer or policyholder
- Surrender of policy or signed lost policy release

