

Procedure for Getting Insurance Certificates Filed

The following is the procedure for getting insurance certificates filed for various companies to include: new, prospective, or existing customers, vendors, third party carriers, and equipment rental companies.

- 1) We do not have certificates in the corporate office that can be issued to anyone. In order for a company to become a certificate holder; the insurance company must issue them a formal certificate. This puts the company's information into the insurance company's data base and ensures that the company will be copied on any renewals, and that they will receive adequate notification of any cancellation of coverage.
- 2) The information needed to get a certificate filed is simple, provide the following:
 - a. The complete name of the company
 - b. The mailing address
 - c. The telephone number and fax number
 - d. The name of the operating entity that the certificate is for
 - e. To whose attention the certificate should go
 - f. Any special instructions, i.e. specific coverage amounts, special wording, etc.

*****Please be advised, the request can not be carried out until all of the required information is received.**

Certs for Brokers or shippers (customers where we are the carrier) please send request to Kelly.mcdowell@greatwide-tm.com. With a copy to dave.cullen@greatwide-tm.com & kyle.palucis@greatwide-tm.com

All Other Cert Requests should be emailed to jay.cole@greatwide.com at the corporate office.

- 3) Once this information has been supplied, it will be forwarded to the insurance company. The insurance company has advised us that requests for certificates need to be made no later than 4:15pm central time (business days) for same-day service.
- 4) The corporate office is not copied on these certificates; they are on file at the insurance company. If you need a copy, be sure to request one so the insurance company can be instructed to forward a copy when they issue the certificate.
- 5) We do not list truck leasing companies as additional insured on the liability policy. Trailer rental companies and customers are made additional insured with upper management approval only. Trailer rental companies can't be named loss payee because we are self insured. A self-insured letter must be used in those cases. That letter must be requested from the Equipment Services Department.