

5Star Submission Checklist- CONTRACT SCHOOL BUS PROGRAM

*Please include this coversheet with each submission



5Star Contract School Bus Submission – CT, IL, NJ, NY Only	Email (Preferred): schoolbusny@5StarSP.com Fax Number: 866-566-8424
Submission for:	Agency Name:
Producer/Contact Name:	Agency Phone Number:
Comments:	



Before sending your submission, please use this checklist to ensure you have included all required documentation. For faster service, please include a copy of this completed form.

Documentation Required To Quote

- _____ Account Quick Indication Sheet
- _____ ACORD 126 General Liability, if applicable
- _____ ACORD 131 Umbrella, if applicable
- _____ Workers Compensation Applications email to workcomp@5StarSP.com if applicable
- _____ Bus Supplemental Application
- _____ **Insured's FEIN is listed on all applications (SSN for individuals)**
- _____ Currently valued insurance company loss runs for 5 years-including current year (must be valued within the last 90 days)
- _____ Details of any claims \$25,000 or more
- _____ Current financials (25 or more units) and ALL new ventures
- _____ New Venture Questionnaire, if applicable
- _____ Brief description of risk
- _____ Current MVR's (no more than 60 days old)
- _____ MC- Motor Carrier number and full address, if applicable
- _____ Your Producer email address: _____ **PRINT CLEARLY**
- _____ Insured's email address: _____ **PRINT CLEARLY**

Documentation Required To Bind

- _____ ACORD 125 Applicant Info, signed by the insured and Agent
- _____ ACORD 137 (State specific) Coverage/Limits Section, signed by the insured and Agent
- _____ ACORD 129 Vehicle List or equivalent list
- _____ ACORD 127 Driver List or equivalent list

Please send submissions at least 2 weeks prior to policy effective date to allow for quote processing.

5Star Contract School Bus Program
444 Beach 129th Street, Bell Harbor, NY 11694