

Submission Checklist

- ☐ **Fully completed Acord applications for all lines of business (excluding Worker's compensation)**
- ☐ **Fully completed Supplemental Applications with Insured's signature:** Go to the website, recycleguard.com, navigate to "Applications" on the bottom of the page, and download the following PDF application(s):
 - **General Supplemental - REQUIRED ON ALL ACCOUNTS**
 - IN ADDITION**, where applicable:
 - Paper
 - Rubber
 - Auto dismantlers
 - Plastic
 - Business Interruption
 - Shredder
 - Electric vehicle and/or battery
 - ATM
- ☐ **Confirm if ReMA member:** [Visit the ReMA website](#) to check membership **and indicate as such on your submission** (note: it may be under the owner(s) name in lieu of the company name)
- ☐ **5 years currently valued loss runs for all lines of business submitted**
- ☐ **Explanation of losses over \$10,000, if any** (including explanation of what has been done to prevent a reoccurrence)
- ☐ **Explanation of SAFER violations, if any** (including explanation of what has been done to prevent a reoccurrence)
- ☐ **Complete drivers list**
- ☐ **Building cost estimators for each building (if property coverage desired and available)**
- ☐ **Federal Employer Identification Number (FEIN)**
- ☐ **Expiring Premiums and/or Target Premiums – by line of coverage**

If Worker's Compensation Coverage Desired:

- ☐ **Fully completed Workers' Compensation application**
- ☐ **Workers' Compensation Experience Modification Worksheet**
- ☐ **Workers' Compensation Supplemental**

Our underwriters are assigned by broker/agent state.

For underwriter/associate underwriter contact information: On our website, www.recycleguard.com, navigate to the bottom of the page again under "learn more" and download the contact list.

Please send completed applications to: recycleguard.submissions.apu@amwins.com. Thank you for your business!

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