

### SUBMISSION CHECKLIST

- Fully completed Acord applications for all LOB's excluding Workers' Compensation
- Fully completed Supplemental Applications with Insured's signature:
  - Go to the website: [www.recycleguard.com](http://www.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 when operations include these commodities:
      - Paper
      - Rubber
      - Auto dismantlers
      - Plastic
- Confirm if ISRI member: [www.isri.org](http://www.isri.org) 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
- 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)
- Details of any telematics that exist in auto units
- Details of any fire suppression systems that exist in large machinery units
- Complete drivers list - If Private Passenger and/or DOC coverage is requested, please list all family members who will be driving the personal use vehicles
- MVR's (if available)
- Federal Employer Identification Number (FEIN)
- Expiring Premiums and/or Target Premiums – by line of coverage

#### **If ISRI MEMBER:**

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

Thank you for your business!

Send completed applications to:

**Susan M. Diecidue**  
Underwriting Manager  
RecycleGuard Insurance Program  
Toll Free: (888) 225-4725  
Direct Phone: (603) 334-3019  
Cell Phone: (603) 686-1178  
Fax: (603) 334-3090  
[Email: susan.diecidue@amwins.com](mailto:susan.diecidue@amwins.com)

#### **FOR UNDERWRITER/ASSOCIATE UNDERWRITER CONTACT INFORMATION:**

On our website: [www.recycleguard.com](http://www.recycleguard.com) navigate to the bottom of the page again under "learn more" and download the contact list.