Current Hartford Agent

"ENROLLMENT CHECKLIST"

1. Completed Enrollment Form.
2. Completed Rollover Form (If applicable).
3. Completed and signed W-9 Tax Form.
4. Copies of Producer License and Agency License.

Send all forms to:

Hartford Flood
c/o Trumbull Services
4 Griffin Road North
Suite 200A
Windsor, CT 06095

Fax or email: **860.683.8750**

a.brickley@trumbull-services.com
ph 860-687-3932

m.gilson@trumbull-services.com
ph 860-687-3828

d.Thompson@trumbull-services.com
ph 860-687-3830

The Hartford Flood Standard Insurance Program

WRITE YOUR OWN FLOOD INSURANCE PROGRAM
HARTFORD AGENT ENROLLMENT FORM

The information requested below is required in order for you to sell flood insurance on behalf of The Hartford. Please complete and return this form along with a W-9 Tax ID Form to the fax number below. You will receive a Producer Code and PIN # that will allow you to access our Flood Processing Center online system along with the information necessary for you to write flood insurance on behalf of The Hartford. Please keep a copy of this document for your files.

Agency Name: ____________________

Agency Regional Office: ________ (2 digits) Agency Code: ______________ (6 digits)

Street Address	
Mailing Address	
(if different)	
Business phone	( )
Business FAX:	( )
E-Mail Address	
IRS Tax ID No.:	
Agency Contact Person:	

LICENSED AGENTS ALLOWED ACCESS TO FLOOD PROGRAM

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________
5. ______________________________

(If additional space needed, please attach an additional page for the information)

Return to:
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Trumbull is a wholly owned subsidiary of The Hartford, managing The Hartford's Flood Program.

AUTHORIZATION
TO PROCESS FLOOD POLICY RENEWALS

The undersigned, having determined to transfer flood insurance policies to

THE HARTFORD

a "Write Your Own" (WYO) Company, to process and renew all Flood Insurance Policies submitted to The Hartford's Flood Processing Center through its Rollover Program.

As agent of record for these policies, I ____,
(Agent's Name)
accept responsibility to notify the insured and other interested parties of the change of insurer.

Renewal Processing Start Date* ____________________________________
(Month/Day/Year)

***Renewal notices will not be mailed out for policies renewing prior to this date.**

Producer Name or Principal ____

Contact Person for Rollover _______________________ Ext: ____________________

Agency Name ____

Agency Address ____

____

____________________________________ __________________________
(Authorized Signature) (Date)

____
(Print Name and Title)

Please Review

Rollover Procedures

The following guidelines have been established to make the transition from your current carrier to The Hartford as efficient as possible.

1. We require a Flood Insurance Agreement on file for your agency. The Agreement may be submitted at the time the roll-over information is sent to the Flood Processing Center.

2. Please submit a copy of the current Declarations Page. After verifying that all information is accurate, please initial it before sending it. If policy is elevation-rated and the elevations do not appear on the Declarations Page, please include a copy of the elevation certificate.

3. If possible, please submit information on **all** policies at once. This allows time for verification and renewal issuance in a timely manner and eliminates monthly follow up. We should receive this information to complete billing **60 days prior** to the earliest renewal dates of the policies. In order for the Flood Processing Center to process a Roll-over/Renewal, the current Declarations Page **must be received at least 45 days prior to its expiration.** If received less than 45 days prior to expiration the only way the Flood processing Center can process the renewal is if the current Declarations Page is accompanied by cash, credit card authorization (VISA or Master-card), or a certified check. If any changes are made through the previous carrier, a copy of that change should also be sent to us in order to keep our files correct and ready for the renewal notice to be sent.

4. Please sign and return the enclosed authorization form along with the policy information (as indicated below) to begin the rollover process.

The Flood processing Center will process renewal billing based on documents submitted. Please review all declarations pages and policy renewal listings for accuracy. We will contact you by telephone if we need additional information.

Rollover Documentation

New Federal Guidelines require the following information for single family dwellings, 2-4 family buildings, other residential buildings or non-residential buildings:

A copy of the current declarations page, show the LFE and BFE if elevation rated,

OR

A copy of the declarations page and a copy of the elevation certificate if the LFE and BFE are not on the declarations page.

* A copy of the application and application part 2 must be included if all of the rating information does not appear on the declarations page. If there is an enclosure, the enclosure size must be on the application.

For residential condominium association policies:
A copy of the current declarations page showing the LFE and BFE, the current replacement cost of the building, the number of units in the building, two photographs of the building showing the front and the back of the building.

OR

A copy of the application/application part 2, a copy of the elevation certificate, and two photographs of the building

* A copy of the application and application part 2 must be included if all of the rating information does not appear on the declarations page. If there is an enclosure, the enclosure size must be on the application.

For submit for rate buildings:
A current declarations page, a copy of the signed application & application part 2, a copy of the elevation certificate, a signed variance form, the enclosure worksheet (if applicable), a copy of the elevated building determination (if applicable), some clear photos of the building and breakaway walls memo if “V” zone.

NOTE: While a current declarations page is required to establish effective dates, a declarations page from a prior term may be used for elevation data if the LFE and the BFE are contained on the declarations page and the property address on the dec matches the property address being insured.
NOTE: For ALL “V” zone properties (rated with elevation information), we must also have the replacement cost & actual date of construction.

Form W-9

(Rev. December 1996)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do NOT send to the IRS.

Name (If a joint account or you changed your name, see **Specific Instructions** on page 2.)

Business name, if different from above. (See **Specific Instructions** on page 2.)

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ©

Address (number, street, and apt. or suite no.)

Requester's name and Address (optional)

City, state, and ZIP code

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2.
For other entities, it is your employer identification number (EIN). If you do not have a number, see **How To Get a TIN** on page 2. **Note:** *If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.*

Social security number

OR

Employer identification number

List Account Number(s) here (optional)

Part II For Payees Exempt From Backup Withholding

For Payees Exempt From Backup Withholding (See the instructions on page 2.)

▶

Part III Certification

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding.
Certification Instructions.—You must cross out item **2** above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item **2** does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here **Signature ▶** **Date ▶**

Purpose of Form.—A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.
Use Form W-9 to give your correct TIN to the person requesting it (the requester) and, when applicable, to:
1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are an exempt payee.
Note: *If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*
What Is Backup Withholding?- Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding. If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive **will** be subject to backup withholding if:
1. You do not furnish your TIN to the requester, or
2. The IRS tells the requester that you furnished an incorrect TIN, or
3. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
4. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only), or
5. You do not certify your TIN when required. See the Part III instructions on page 2 for details.
Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate
Instructions for the Requester of Form W-9.

Penalties

Failure To Furnish TIN.—If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect. **Civil Penalty for False Information With Respect to Withholding.—**If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.
Criminal Penalty for Falsifying Information.— Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.
Misuse of TINs.—If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.