

TIPS FOR BROKERS

New Jersey Schools Insurance Group



**FOR ALL REQUESTS BELOW,
PLEASE INCLUDE THE NAME OF
THE BOE OR CHARTER SCHOOL.**

ENDORSEMENT REQUESTS:

Requests emailed to your Underwriter

- Coverage needed
- Effective date of endorsement
- Property Change Form for all property changes
- Vehicle details: year, make, model, VIN, cost new
- Bus passenger count (if applicable)

ADDITIONAL INSURED:

- Is the insured paying for the event / trip / service?
- Why is Additional Insured status needed?
- Certificate holder name / address
- Event date(s)

LOSS PAYEE:

- Certificate holder name / address
- Reason for request
- Property or vehicle description & value
- Lease / contract amount & lease number
- If content limits need to be increased

SDA

(CONSTRUCTION CERTS TO STATE)

- Project location, number, start date & scope
- Estimated project cost
- SDA contract showing insurance requirements
- Certificates and endorsements for all contractors naming the district and the four State entities as Additional Insureds
- Current Builder's Risk carrier information

IMPORTANT CONTACTS:

Underwriting Department

Claire King <i>Manager</i>	cking@njsig.org
Shevon Bennett <i>Supervisor (P-Z)</i>	sbennett@njsig.org
Deena Bormann <i>Senior Underwriter (G-O)</i>	dbormann@njsig.org
Erin Lovern <i>Commercial Underwriter (A-F)</i>	elovern@njsig.org
Lindsay Brown <i>Certificates (A-K)</i>	lbrown@njsig.org
Amber Botoff <i>Certificates (L-Z)</i>	abotoff@njsig.org
Leslie McMahon <i>Actuarial Analyst</i>	lmcmahon@njsig.org

Member Services

Lauren Schilling <i>Manager</i>	lschilling@njsig.org
Joe Semptimphelter <i>Sr. Business Development Specialist</i>	jsemptimphelter@njsig.org
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Joanne Gunter <i>Sr. Safety & Risk Control Coordinator</i>	jgunter@njsig.org

Claims Department

Sherwin Archibald <i>Manager</i>	sarchibald@njsig.org
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Accounting Department

Kathy Koehler <i>Manager</i>	kkoehler@njsig.org
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LEASED LOCATIONS:

- Completed "Additional Insured Property Owner Questionnaire"

CERTIFICATE REQUESTS:

- Email requests to: certificates@njsig.org