



January 16, 2015



REMINDER: **NJSIG's Current Broker Procedures:**

We do allow our brokers to secure a three year resolution and a [three year broker of record](#) from any district who wants to do this. If NJSIG has this document on file we will not allow a BOR during the three year period with exception of legal issues or some gross negligence on the broker's part. The decision to accept a BOR in between the three years is to be decided by NJSIG and only after we discuss with the broker involved who may potentially lose the account. If a client does not wish to approve a three year BOR we will accept a one year BOR. In addition, **NJSIG does not accept direct business.**

We require a co-broker disclosure form where both brokers must be named for all accounts that renew or bind after 7/1/15 or account's effective date. Co broker disclosure forms can be sent in with your request to binds coverages.

[CLICK HERE](#) to download CO Broker disclosure form which can be located at the bottom of this page.

NJSIG DOES NOT accept midterm BORS. Our underwriting and accounting systems cannot handle these mid-term changes. If we receive a Broker of Record letter prior to 7/1/15, we will notify the incumbent broker allowing them to rescind. If rescission is not received, we will accept the BOR sixty days before an account renews. BORs for any account that renews **7/1/15** are due to NJSIG **by 5:00 p.m. EDT June 10, 2015.**

If you take an account over via Broker of Record effective 7/1/15 you **WILL** receive 2015-2016 renewal Apps from Erin English in mid March 2015.

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