

**WSIB Motorsports Program**

**NEW BUSINESS CHECKLIST**

Our ability to provide the best terms and conditions for a club is based upon receiving a complete and timely submission. While we endeavor to provide our best quote and coverage conditions, the content of the submission we receive usually dictates how effectively we can underwrite the risk.

We are providing this checklist to aid you in your new business submission process. It can be followed to ensure we receive a complete submission. This will enable us to process your request for a proposal promptly and efficiently.

* Completed Acord applications, signed by the broker, on all lines of business that are being submitted.
* Completed and signed WSIB Supplemental Questionnaire for each applicable program.
* Statement of Values Worksheet with complete COPE (Construction, Occupancy, Protection, Exposure) information, including number of stories, square footage, and year of construction for all buildings to be covered. If the main building is older than 10 years, please provide renovation dates and specifics.
* Four year hard copy company loss runs – plus current year – for each coverage line to be quoted.
* Auto Acord applications must include a copy of driver(s) MVR and zip codes for each vehicle.
* Lift the “Agreed Value” and storage equipment.
* Completed and signed supplemental applications / questionnaires must be provided if a quote is requested for any of the following coverage:
* Worker’s Compensation (Acord 130 / NCCI Experience Mod. Sheet)

**WSIB Supplemental Questionnaires can be located under the New Business tab.**

Contact: WSIB Insurance

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