



## Tips from Policy Services New Policy Success!

### Binding Requirements

*The binding process involves a careful review of all completed and signed documents. This review ensures your policy is issued with accurate information and as quickly as possible. Please see below tips for making the bind process smoother for a faster turnaround for your policy.*

**Payment:** A down payment is always required at binding. There are currently three options: a) using the applicable completed and signed ACH form with a copy of a voided check or bank letter, b) calling in the payment over the phone with a credit card or checking account once the policy is bound, or c) mailing in the payment to our office once the policy is bound.

**Officer Exemptions:** If wanting to be excluded from WC coverage, please make sure to file your officer exemptions with the state. Please refer to [myfloridacfo.com/division/wc/](http://myfloridacfo.com/division/wc/) for additional information and resources.

**Proper Details:** Please carefully review the mailing and location addresses on the application to ensure that we have the correct information to avoid time delays in mailing documents.

*Please make sure the contact information is complete, including the name, phone number, and email address of the appropriate contact for your company.*