



Commercial auto binding checklist.

Commercial Auto bind requests must be emailed to commercialauto@pieinsurance.com



The following must be provided for the policy to be issued: _____

- Policy Effective Date - *Back dating requires underwriter approval, signed No Loss Statement is required.*
- Employee Identification Number (FEIN or EIN)
- Installment plan (monthly or full pay)
- Insured Contact Information: - *Full name, Phone number & Email Address (cannot be agent's email)*
- Receipt of any other outstanding underwriting subjectivities
- If not already received or reviewed, MVRs will be run at the time the bind is requested.
This will require the following for each driver:
 - *Full Name*
 - *State and Driver License ID number*
 - *Date of Birth*

Once all of the above is received: _____

- Signature documents will be emailed to the insured and completed via DocuSign.
- Signed documents must be received no later than 30 days after the policy effective date.
- Deposit payment is required within 10 days of the policy effective date.

Failure to complete either the deposit payment or the signatures may result in flat cancellation of the policy.