



## How to Bind Occupational Accident Coverage

### New Business

After receiving the order from your Client:

- Notify your Underwriter to receive a Policy Number
- Make note of the Policy Number on your Clients check (**payable to U.S. Specialty Ins. Co.**)
- Make a copy of the check.
- Send the check to the USSIC lockbox in Dallas, TX. (**address below**)
- Send the SIGNED and completed worksheet and Application, check copy and your note to bind coverage to your Underwriter. (**address below**) **NOTE: POLICY WILL NOT BE RELEASED UNTIL ALL SIGNED DOCUMENTS ARE RECEIVED AND PAYMENT HAS BEEN PROCESSED BY OUR BANK.**

### Renewal Business

After receiving the order from your Client:

- Make a note of the current policy number on the check (**payable to U.S. Specialty Ins. Co.**) Unless notified, the number will not change for renewal.
- Make a copy of the check.
- Send the check to the USSIC lockbox in Dallas, TX (**address below**)
- Send the signed worksheet and check copy with your note to renew coverage to your Underwriter. (**address below**) **NOTE: POLICY WILL NOT BE RELEASED UNTIL ALL SIGNED DOCUMENTS ARE RECEIVED AND PAYMENT HAS BEEN PROCESSED BY OUR BANK.**

### ERISA Plan:

Plans are issued by a third party vendor – Employment Risk Systems, Inc. Any questions related to ERISA should be direct to Ms. Lisa Broadwater at 512-476-9832 or [lisab@employmentrisk.com](mailto:lisab@employmentrisk.com)

- Annual cost for ERISA plan is \$300.00 per year, billed to the Insured on Annual Pay policies.
- On Monthly Reporting policy, the cost of ERISA is included in the \$60.00 Administration Fee.

### NOTE: EFFECTIVE IMMEDIATELY

We will need the name and phone number of someone within the Insured's office that will be our claim department contact. All new customers will receive a phone call from our claims department to explain their part of our program and answer any questions. This critical data will be required to bind new business. The Claim department mailbox is [peiclaims@hcc.com](mailto:peiclaims@hcc.com)

### Lock Box Address:

U. S. Specialty Insurance Co.  
P. O. Box 201130  
Dallas, Texas 75320-1130

### Underwriting Address:

U. S. Specialty Insurance Co.  
13403 Northwest Freeway  
Houston, Texas 77040  
Attn: Mary Hensley

Phone: 713-462-1000

Fax: 713-744-9663

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