

In order to continue working on the submission, an Agent of of Record letter is required. (Sample below). The letter must be on the insured's letterhead and signed by an officer or owner of the business.

Upon the customer signing the letter on their letterhead, please fax the AOR letter to AmeriTrust Service Center at **(855) 603-8408** or email to **calls.center@ameritrustgroup.com**. Upon receipt at least 20 days prior to coverage effective date, the AmeriTrust Service Center will notify the original agent of the AOR letter and allow them 10 calendar days to obtain a Rescinding Letter.

If a Rescinding Letter is received by the AmeriTrust Service Center within 10 calendar days, the AmeriTrust Service Center will notify you and we will honor the original agent's submission. No further activity is permitted. If a Rescinding Letter is not received by the AmeriTrust Service Center within 10 days, the AmeriTrust Service Center will notify you and we will honor your submission.

We reserve the right to waive or modify this procedure anytime without notice at our sole discretion.

Please contact your Regional Sales Director or the AmeriTrust Service Center with any questions.

Re:

Effective Date:

This will confirm that effective immediately, we have appointed _____ as our exclusive insurance agent with respects to the above referenced policy. The appointment of _____ rescinds all previous appointments and the authority contained herein shall remain in full force until canceled in writing.

This appointment shall remain in full force and effect until notification in writing to the contrary is received by you. This appointment is on an absolute basis and all applicable waiting periods are hereby waived. This appointment supercedes all other appointments and all other letters of authorization on record. Please begin communication with our appointed agency immediately upon receipt.

This letter also constitutes your authorization to furnish _____ with all information they may request as it pertains to our insurance contracts, rates, rating schedules, surveys, reserves, retention, and all other financial data they may wish to obtain for their study of our present and future requirements in connection with the insurance program to which this letter applies.

Sincerely,

(Sample Agent of of Record letter)