

BFA of NY
40 Commerce Place
Hicksville, NY 11801
Tel 516-931-1414 fax 516-827-4290

BINDING PROCEDURES

1. Please confirm quote given. If quote is over 30 days, we will need a resubmission.
2. Please have supplemental's signed and completed (IF APPLICABLE)
3. NEED TO BIND COVERAGE, PLEASE SEND VID FAX PRIOR TO MAILING
 - A. ACCORDS SIGNED
 - B. COPY OF BROKERS CHECK MADE PAYABLE TO BFA
 - C. WE CANNOT ACCEPT THE INSURED'S CHECK
 - D. DATES MUST BE CHANGED ON THE ACCORDS TO MATCH YOUR EFFECTIVE DATES
 - E. ANY CHANGES THAT NEED TO BE MADE ON THE APPL, MUST BE MADE BY YOU THE BROKER

SORRY WE CANNOT BACK DATE COVERAGE

4. Deposit or full payment must be in our office within 5 business days in order to guarantee the effective date

FINANCING IS NOT ALLOWED ON THESE POLICIES

If these procedures are not followed coverage will not be bound!