



# Bass Underwriters, Inc

6951 W. Sunrise Blvd. Plantation, FL 33313

Tel: 954-473-4488

Fax: 954-316-3154

Toll Free: 888-422-7715

Email: [agentinfo@bassuw.com](mailto:agentinfo@bassuw.com)

## Producer Package

### Bass Underwriters Producer Package

Bass Underwriters, Inc. (BASS) is a surplus lines agency representing many fine companies and doing business in 24 states. We pride ourselves on developing relationships with our producer partners and we are pleased that you have chosen us as your partner.

Please complete the following forms enclosed herein and return them to BASS at your earliest convenience.

#### Producer Package Checklist

<b>Producer Agreement</b> (Agreement 03012010)	<b>Required: Producer/Agency name, principal, date, etc. Signature where indicated.</b>	
<b>Producer Profile</b> (Profile 03012010)	<b>Be sure to list all contacts and email addresses.</b>	
<b>Electronic Policy Delivery System Authorization (Optional)</b> (EPDS 03012010)	<b>Optional program to better serve you.</b>	
<b>Form W-9</b> (W-9 03012010)	<b>Required: Legal name and d/b/a (if applicable), address, FEIN – only one #, signature and date.</b>	
<b>Current E&amp;O Declaration</b>	<b>Dec pages or certificate.</b>	
<b>Copy of Producer / Agent Licenses</b>	<b>All current producer licenses including non-resident licenses.</b>	

Thank you again for choosing BASS. Call BASS today and let us assist you in becoming a successful producer agent partner!

Please complete and return documents by FAX to 954-316-3154 or by EMAIL to [agentinfo@bassuw.com](mailto:agentinfo@bassuw.com).



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## Producer Agreement

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between Bass Underwriters, Inc. ("Bass") and \_\_\_\_\_ (licensed insurance agent(s) and/or broker(s) of \_\_\_\_\_ in the state of \_\_\_\_\_, hereinafter referred to as Producer.

Witnessed, in consideration of Bass, placing risks occasionally hereinafter for Producer with an insurer(s), and mutual promises and covenants hereinafter set out, it is agreed as follows.

1. This agreement shall apply to current insurance contracts already placed and in force at the date hereof and all future insurance contracts which may be placed by Bass, on behalf of the Producer.
2. No insurance contract may be returned to Bass by producer for flat cancellation unless it is returned and received prior to the effective date of the contract. Earned premium shall be computed and charged on every contract canceled after the effective date in accordance with the cancellation provisions of such contract.
3. Any taxes applicable to any contract of insurance placed with an insurer, which are not recoverable, are fully earned from the inception date of the insurance, and in case a portion of the premium shall be returned by reason of cancellation either on behalf of the insured or the company or by reason of reduction of premium, no amount shall be returnable in respect of such taxes until and unless such taxes have been, in fact, recovered by Bass and the amount to be returned shall in no event exceed the amount so recovered.
4. Producer is responsible for Twenty Five Percent (25%) of the premium upon binding. The full amount of premium, fees and applicable state taxes, less commission is due to Bass not later than the 10<sup>th</sup> day of the first (1<sup>st</sup>) month after the effective date of such contract, audit, rating plan, or other adjustment.
5. In the event that an additional premium shall be due under an insurance contract as a result of a policy audit, which results in an increase in premium due for an insurance contract, the Producer will make all reasonable efforts to collect amounts due. Producer will be relieved of responsibility for premium, so adjusted or determined, if Producer notifies Bass in writing within 20 days after the invoice date, stating that Producer has made diligent efforts and is unable to collect such premiums and, provided the insurer releases Bass of liability for such premium. Failure to give Bass timely notice shall constitute Producers acceptance of responsibility to pay such premiums. If commission applies to these adjustments, none will be allowed to Producer on premium collected directly by Bass or insurer under this provision.
6. Bass will use its best efforts to give the Producer reasonable advanced notice of the expiration of all policies, but failure of Bass to provide such notice will not render Bass liable.
7. The furnishing of promotional materials, including, but not limited to applications, rate schedules, brochures, or any other material by Bass, to the Producer does not create or imply an agency relationship or binding authority between Bass and the Producer.
8. No Producer has authority to assign or adjust any losses on behalf of Bass or its companies. All claims are to be immediately reported directly to Bass for assignment and handling.
9. Producer acknowledges it is not the agent of, and has no authority to bind Bass or any of its principals or insurer(s). Producer warrants it is the agent of the insured and acknowledges Bass bears no agency or fiduciary responsibility to the insured.
10. This agreement may be canceled at any time by written notice of either party to the other, but said cancellation shall not alter in any way the continued application of this agreement to insurance contracts effected prior to the date of such cancellation.
11. Any amendment to this agreement shall be made only with the written consent of both parties and attached hereon through addendum.

In witness whereof, the parties hereto have set their hands and seals this day and year first above written.

**Producer/Agency:** \_\_\_\_\_  
 Principal \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Witness \_\_\_\_\_  
 Date \_\_\_\_\_

**Bass Underwriters:**  
 Agreement accepted and effected:  
 Date \_\_\_\_\_  
 By \_\_\_\_\_  
 For Bass Underwriters, Inc.



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## Producer Profile

<b>Producer / Agency Name</b>	
<b>Physical Address</b>	
<b>Mailing Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email statements To</b>	

### Contacts:

Name	Title	Email Address

### How did you hear about Bass Underwriters?

<input type="checkbox"/>	Email announcement
<input type="checkbox"/>	Bass Underwriters print material
<input type="checkbox"/>	Florida Underwriter Magazine
<input type="checkbox"/>	Florida Underwriter Supplement
<input type="checkbox"/>	Kirschner's Directory
<input type="checkbox"/>	National Underwriter Online

<input type="checkbox"/>	My New Markets.com
<input type="checkbox"/>	Website
<input type="checkbox"/>	Personal visit by
<input type="checkbox"/>	Referred by:
<input type="checkbox"/>	Competitor:
<input type="checkbox"/>	Other:

Please email all completed documents to: [agentinfo@bassuw.com](mailto:agentinfo@bassuw.com)

Or FAX to 954-316-3154.

Thank you for your cooperation.

We look forward to doing business with you!



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## EPDS Authorization

### Electronic Policy Delivery System Authorization

In an effort to serve you in a more efficient manner, Bass is pleased to offer our producer agents our new Electronic Policy Delivery System (EPDS) as an option. This new system will enable us to deliver your policies immediately upon issuance to an email address designated by you if desired. It is your choice.

We are excited to offer this new voluntary service to our producer agency partners and we are sure that it will benefit you and your customers.

#### PRODUCER/AGENCY EMAIL DESIGNATION FORM

Please complete and return by FAX to 954-316-3154 or by EMAIL to [agentinfo@bassuw.com](mailto:agentinfo@bassuw.com).

<b>PRODUCER / AGENCY NAME</b>	
<b>AGT #</b>	
<b>ADDRESS</b>	
<b>CONTACT NAME</b>	
<b>CONTACT EMAIL</b>	
<b>TELEPHONE</b>	
<b>FAX</b>	
<b>WEB SITE ADDRESS</b>	

<b>POLICY EMAIL ADDRESS:</b> (one only - for receipt of policies)	
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(Please add bassuw.com to your list of 'Safe Senders' to ensure your policies go to your 'Inbox' and not to 'Junk Mail')

I authorize Bass Underwriters, Inc. to e-mail policies to the above policy email address.

**Producer Representative** \_\_\_\_\_  
**Print Name** \_\_\_\_\_  
**Title** \_\_\_\_\_

Please complete and return by FAX to 954-316-3154 or by EMAIL to [agentinfo@bassuw.com](mailto:agentinfo@bassuw.com).

## Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	
	List account number(s) here (optional)	

**ENTER ONLY ONE TIN AS FILED WITH THE IRS FOR THE AGENCY.**

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
: : :
<b>OR</b>
Employer identification number
: : : : :

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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