



Insurance Associates Agency Inc. - Same-Day COI Request Form

Fast-Track Your Proof of Insurance aka COI Fast-Pass

Instructions: Please complete this form and email it to tamccarthy@insursmart.com or call 513-779-7920, or fax to 513-779-7939. To ensure same-day delivery, please submit requests by 2:00 PM EST.

1. YOUR BUSINESS INFORMATION

- **Legal Business Name:** _____
- **Policy Number (if known):** _____
- **Contact Phone:** _____

2. CERTIFICATE HOLDER INFORMATION

(This is the person or company asking you for proof of insurance)

- **Entity Name:** _____
- **Mailing Address:** _____
- **City, State, Zip:** _____
- **Attention To / Contact Person:** _____

3. DELIVERY METHOD

- **Email Certificate To:** _____
- **Fax Certificate To (Optional):** _____

4. SPECIAL REQUIREMENTS (CHECK ALL THAT APPLY)

- **Additional Insured:** Does the contract require the holder to be named as an "Additional Insured"? Yes or No
- **Waiver of Subrogation:** Is a waiver required for this specific job? Yes or No
- **Primary & Non-Contributory:** Is this wording required by the GC? Yes or No
- **Specific Project Name/Number:** _____

5. URGENCY

- **Standard** (Next Business Day)
- **URGENT: SAME-DAY REQUIRED** (Job starts today/tomorrow)

The Insurance Associates Agency Inc. Advantage

- **Terry McCarthy has nearly 50 Years of Experience:** We understand the specific requirements of SW Ohio's largest artisan tradesman.
- **CLU® / ChFC® Oversight:** Every policy is audited for "leak-proof" protection.
- **Bonding Expertise:** Need a permit bond for this job too? Check here: []

Terry McCarthy, CLU®, ChFC® | 8114 Paul Manors Dr., West Chester, OH | 513-779-7920
Also Chris Green & Justin Green – We'll take care of your needs!