



RIVER VALLEY UNDERWRITERS

## **Producer Agreement Instructions**

1. Complete the Producer Questionnaire
2. Sign the "Letter Requesting Authorization to Release Credit Information" if you are requesting "Account Current"
3. Complete the "Preferred Limited Producer Agreement".  
\*\*\* If you sign under "Account Current", please be sure to also have a witness sign.
4. Complete the W-9 Form. Please provide a Social Security or FEIN Number and signature.
5. Attach a copy of your current State Agent's License.
6. Attach a copy of your current Errors & Omissions Declaration Page showing a minimum of at least \$1,000,000 in coverage.

**\*\*\* PLEASE NOTE THAT WE ARE NOT ABLE TO SET YOUR COMPANY UP WITH OUT THIS.**

7. Fax or Email all documents to Andrew Adams at 501-588-7717 or [aadams@rvuins.com](mailto:aadams@rvuins.com)

Sincerely,

**Andrew Adams**  
President  
River Valley Underwriters  
[aadams@rvuins.com](mailto:aadams@rvuins.com)  
833-788-7887 Ext 119

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