

AGENCY / AGENT INSTRUCTION FORM

If you wish to receive commission from Progressive Casualty Insurance Company (PCIC) you must provide the following items. *Please note that if these forms are not completed properly and submitted with the appropriate licenses, Progressive will not be able to appoint you.*

1. **Producer's Agreement** - one per agency, to be completed with agency name and address, effective date and state doing business. **This agreement must be signed by an officer of the agency. We cannot appoint if this form is signed using a stamped signature or left blank.**
2. **Proof of Errors & Omissions Coverage** - pursuant to the terms of the Producer's Agreement, please provide proof of current errors & omissions coverage in an amount equal to or exceeding \$500,000. **Proof should be in the form of a policy declaration page, certificate of insurance or binder of insurance with the agency as the named insured.**
3. **Agency Information Form** - this form will provide us with the information needed to appoint your agency and the agent(s) producing business for us. We cannot appoint without this form being completed in its entirety including the Federal ID Number and Social Security Number.
4. **Felony Affidavit** - Signer attests to having not committed a felony.
5. **Background Check Authorization** - background checks are required by law and will be conducted prior to agent appointment. Please note that to be appointed with PLG, we will only run a criminal background check, not a "consumer report".
6. **Resident Licenses** - please provide a copy of your agency's resident license, as well as a copy of the resident license for each agent completing the Agency / Agent Information Form.
7. **Non-Resident Licenses** - if you are producing business for us in states other than your resident state, please include a copy of the following for each state:
 - a. the non-resident license for the agency (NOTE: all states except IA, TN, VT, and WI, require a non-resident agency license).
 - b. the non-resident license for each agent that will be producing Progressive business (Note: Brokers licenses cannot be accepted with the exception of California).
8. **Massachusetts State Specific Forms** - each officer must complete an Agency / Agent Appointment Form and submit an individual producer's license. Any agent not listed as an officer and desiring an appointment must also complete an Agency / Agent Information Form and submit a copy of their individual producer's license. The Agencies Business Entity Producer License must be submitted as well.
9. **Washington State Specific Forms** - please include an Affiliation Certificate along with the agent's license.
10. **DBA License Requirements** - if DBA is used, valid DBA paperwork needs to be included.

Please return all forms to:

Progressive Insurance
5920 Landerbrook Drive, PLG-L21
Mayfield Heights, Ohio 44124
Phone: (800) 274-5222