



COMMERCIAL LIABILITY CERTIFICATE OF INSURANCE

THIS CERTIFICATE IS USED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW.

| NAME AND ADDRESS OF AGENCY | | | | |
|---|--|--|--|---|
| NAME AND ADDRESS OF FIRST NAMED INSURED | | This Certificate of Insurance neither affirmatively nor negatively amends, extends or alters the coverage or any provision of Policy No. _____ issued by _____ | | |
| This is to certify that policies of insurance listed below have been issued to the insured named above and are in force at this time. | | | | |
| TYPE OF INSURANCE | COMPANY AFFORDING COVERAGE AND POLICY NUMBER | POLICY EXPIRATION DATE | Limits of Liability | |
| | | | OCCURRENCE/AGGREGATE | OCCURRENCE/AGGREGATE |
| <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY (OCCURRENCE FORM) <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> GuideOne Mutual <input type="checkbox"/> GuideOne Elite <input type="checkbox"/> GuideOne Specialty Mutual <input type="checkbox"/> GuideOne America <input type="checkbox"/> GuideOne Lloyds Policy # _____ | _____ / _____ | <input type="checkbox"/> \$ 300,000/\$ 600,000 | <input type="checkbox"/> \$ 300,000/\$1,000,000 |
| | | | <input type="checkbox"/> 500,000/ 1,000,000 | <input type="checkbox"/> 500,000/ 1,500,000 |
| | | | <input type="checkbox"/> 1,000,000/ 2,000,000 | <input type="checkbox"/> 1,000,000/ 2,000,000 |
| | | | <input type="checkbox"/> 1,000,000/ 3,000,000 | <input type="checkbox"/> 1,000,000/ 3,000,000 |
| AUTOMOBILE LIABILITY SYMBOL <input type="checkbox"/> ANY AUTO 1 <input type="checkbox"/> _____ <input type="checkbox"/> HIRED AUTOS 8 <input type="checkbox"/> NON-OWNED AUTOS 9 | <input type="checkbox"/> GuideOne Mutual <input type="checkbox"/> GuideOne Specialty Mutual Policy # _____ | | BODILY INJURY AND PROPERTY DAMAGE COMBINED | \$ _____ |
| EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM | <input type="checkbox"/> GuideOne Mutual <input type="checkbox"/> GuideOne Elite <input type="checkbox"/> GuideOne Specialty Mutual <input type="checkbox"/> GuideOne America <input type="checkbox"/> GuideOne Lloyds Policy # _____ | | OCCURRENCE/AGGREGATE | |
| WORKERS' COMPENSATION and EMPLOYERS' LIABILITY | <input type="checkbox"/> GuideOne Mutual <input type="checkbox"/> GuideOne Elite Policy # _____ | | STATUTORY EACH ACCIDENT \$ _____ DISEASE — POLICY LIMITS \$ _____ DISEASE — EACH EMPLOYEE \$ _____ | |
| OTHER | | | | |
| DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES | | | | |
| CANCELLATION: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days* (unless otherwise indicated below) written notice to the below-named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company. *Optional number of days written notice applicable in lieu of above only if indicated: _____ | | | | |
| NAME AND ADDRESS OF CERTIFICATE HOLDER: | | DATE ISSUED: _____ | | |
| (FIRM AND ADDRESS) | | <small>Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading, information concerning any material fact thereto, commits a fraudulent insurance act which is a crime. (This statement is required by the laws of New York and Ohio when this application is used in those states. The laws of other states may be different.)</small> | | |
| THIS CERTIFICATE IS FOR INFORMATION ONLY; IT IS NOT A CONTRACT OF INSURANCE BUT ATTESTS THAT A POLICY AS NUMBERED HEREIN, AND AS IT STANDS AT THE DATE OF THIS CERTIFICATE, HAS BEEN ISSUED BY THE INSURER. | | _____ AUTHORIZED REPRESENTATIVE | | |

1. Phone number

2. Current date

3. Adequate insurance limits

4. Types of coverage

5. All workers included

6. Additional insured: names your church

7. "Endeavor"

Instructions for Reading and Understanding a Certificate of Insurance

1. **Phone number:** Though some certificates do not list the contractor's insurance company's phone number, it is wise to call and verify that the contractor does, in fact, have the insurance coverages listed on the certificate.
2. **Date:** Verify that the date of insurance is current. Do not let the date of your project or activity go past the expiration date of the policy without verifying continued coverage.
3. **Adequate insurance limits:** Make sure that the limits on the policy are at least equal to or greater than your facility's insurance policy limits.
4. **Coverage:** Make sure that there is insurance coverage for general liability, property damage, workers' compensation, and umbrella (excess) losses.
5. **Workers' Compensation:** All workers should be included under the contractor's workers' compensation coverage. If the contractor does not have workers' compensation coverage, your facility could be responsible for any worker injuries.
6. **Additional Insured:** Your facility should be named as an additional insured in this box. This is a critical step in protecting your facility.
7. **Endeavor:** Many people read this cancellation section and assume that the contractor's insurance company will notify them in the event that the policy expires or is canceled. The insurance company is not legally bound to contact you as a certificate holder and, on most occasions, they do not. That is why it is important to verify coverage and the dates of coverage before the project or activity begins.

Other Important Facts:

1. Keep all certificates of contractors for five years. Should there be a need to go back to a contractor who did previous work and they are out of business, you will need the name of the insurance carrier.
2. Tell contractors to notify you of any injury or property damage that occurs on your premises.
3. Have contractors notify you in writing 30 days prior to the expiration date of their policy.



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This material is for information only and is not intended to provide legal or professional advice. You are encouraged to consult with your own attorney or other expert consultants for a professional opinion specific to your situation.