

August 23, 2018

## **Our Members' Insurance Renewal Is November 1, 2018**

*Please Don't Delay in Getting Your Renewal Packages Back to Us*

At the end of July and early August, our Members should have received their renewal packages. Many of you have compiled the requested information and returned it to us and we thank you for your help.

However, if you have not had a chance to complete your renewal package and return it to our office, we ask that you do so as soon as possible, so we can process your renewal by November 1, 2018.

### **Some items to be aware of when completing your package:**

- Please complete all applications included in the package as accurately as you can. Should a question on the application appear to not apply to your organization, please either state N/A for not applicable, or cross out the question. Should you not be sure if the question applies, please contact our office and we would be happy to help you complete the application.
- Please verify the property and equipment schedules to ensure all hard assets are listed.
- We ask that all Members who have Automobile coverage through us review the schedule that was included with their package to make sure that there are no vehicles missing from the schedule and that we have been informed of all changes that have occurred during the current insurance term.

Please submit your updated rosters, applications and Auto and Equipment verifications reports to our office as soon as possible. Should you have any questions regarding the upcoming renewal please do not hesitate to contact our office.

For enquiries, please contact:

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# BULLETIN

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A decorative graphic in the bottom right corner of the page. It features a black and white photograph of a large steel truss bridge spanning a river. The image is partially obscured by a yellow-to-orange gradient overlay that matches the RMA logo's color scheme.

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