

OHIO MUTUAL INSURANCE COMPANY



Ohio Mutual
Insurance Group

Masters Series

Personal Auto

GUIDELINES (PPA)

OHIO





OMIG at a Glance

MASTERS SERIES - PERSONAL AUTO PPA

SUBJECT	MASTERS SERIES - PERSONAL AUTO PPA
Binding Authority	Application must be uploaded within 10 days of requested effective date
Prior Insurance	No automatic binding authority, if no continuous prior insurance for the last 90 days -- Contact the Company Written on a nonstandard policy, not eligible Nonrenewal by Ohio Mutual Insurance Company or United Ohio Insurance Company, not eligible
Limits	Minimum \$ 50,000 CSL or \$ 50/100/25 Split Maximum \$ 500,000 CSL or \$ 500/500/250 Split NOTE: If number of violations and/or at-fault accidents for the household exceeds 6 (3 of which can be at-fault accidents) the maximum limits available are \$100/300/100 Split or \$100,000 CSL NOTE: The driving record of the household must not exceed four violations (two of which can be at-fault accidents) to qualify for an Umbrella.
Major Violations	None in last 5 years
Minor Violations and Chargeable Accidents	4 violations and/or at-fault accidents per driver in past 3 years with no more than 2 at-fault accidents in that time frame
Suspensions/ Revocations	None in last 5 years
Insurance Score	All groups are eligible. Married couples/2 insureds - use best qualifying score
Ineligible Operators	<ul style="list-style-type: none"> ▪ Drivers age 73 and over ▪ Drivers with a history of alcohol or drug abuse ▪ Illiterate persons ▪ Unemployed persons ▪ Any operator required to file evidence of financial responsibility ▪ Transients whose occupations involve traveling over wide areas ▪ Operators with an out-of state license ▪ Drivers canceled by another carrier in the past three years ▪ Military personnel because of the assumed possibility of out-of-state residency ▪ Any "well-known" personalities (professional entertainers, professional athletes, mayors, politicians, or other well-known professionals) ▪ Any driver using a vehicle for delivery of food or products including, but not limited to, pizza, newspapers, or magazines
Youthful Operators Living at Home	Must have an acceptable driving record if writing a separate policy for youthful operator and parents supporting auto coverage in Master Series
Impaired Drivers	Contact Company for approval
Excluded Driver(s)	Can exclude a driver other than a spouse
Special Guidelines/ Youthful Operators	Any emancipated youthful operator under age 21 who is a Named Insured must have the parent's supporting coverage in Masters Series

REFER TO MANUAL PAGES FOR EXPLANATIONS AND DETAILS.

(09-2012)



OMIG at a Glance

MASTERS SERIES - PERSONAL AUTO PPA

SUBJECT	MASTERS SERIES - PERSONAL AUTO PPA															
Residency and Licensing	Must be an Ohio resident with a valid Ohio driver's license															
Ineligible Occupations	<ul style="list-style-type: none"> ▪ Sale or handling of alcohol ▪ Military personnel ▪ Transient occupations ▪ Unemployed persons 															
Criminal Arrest/Felonies	Not eligible															
Auto Plus	<ul style="list-style-type: none"> ▪ Added package of coverages including rented vehicle coverage, emergency travel expense, emergency ambulance expense, locksmith services, and death indemnity ▪ See Manual for details 															
Policy Term	<ul style="list-style-type: none"> ▪ 6 months (Masters Series - Personal Auto) ▪ 12 months (Masters Series - Ultra Personal Auto) 															
Masters Series - Ultra Personal Auto	Auto program that provides a 12-month term with lower rates than a 6-month term															
Prohibited Vehicles	See Guideline Pages															
Elite Driver Discount	<ul style="list-style-type: none"> ▪ Provides a discount for Insureds 45 and older ▪ Available only to Insureds not receiving the Elite Plus Discount 															
Elite Plus Driver Discount	Provides a discount for Insureds 45 and older when Ohio Mutual has the supporting Homeowner/Farmer Policy															
Multi Policy Discount	<p>Provides a discount for Insureds who have a supporting UHP, HP, UOF, SFO, SHO, OHP, and OFO or Umbrella Policy with OMIG</p> <ul style="list-style-type: none"> • Auto, Home/Farm, and Umbrella 19% includes qualifying Form 4 • Auto, Home/Farm 18% includes qualifying Form 4 • Form 4 Auto, Home/Farm, and Umbrella 8% • Auto, Home/Farm 7% 															
Pay Plan Discount	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Annual Full Pay</td> <td style="width: 16.5%;">10%</td> <td style="width: 33%;">6 Month Full Pay</td> <td style="width: 16.5%;">8%</td> <td style="width: 16.5%;"></td> </tr> <tr> <td>Annual 2 Pay</td> <td>10%</td> <td>6 Month 2 Pay</td> <td>5%</td> <td>Monthly EFT</td> </tr> <tr> <td>Annual 4 Pay</td> <td>5%</td> <td></td> <td></td> <td>5%</td> </tr> </table>	Annual Full Pay	10%	6 Month Full Pay	8%		Annual 2 Pay	10%	6 Month 2 Pay	5%	Monthly EFT	Annual 4 Pay	5%			5%
Annual Full Pay	10%	6 Month Full Pay	8%													
Annual 2 Pay	10%	6 Month 2 Pay	5%	Monthly EFT												
Annual 4 Pay	5%			5%												
Pickup Discount	Provides a 20% Collision Discount on all pickups and qualifying SUVs See Manual for SUV listing															
Good Student	<ul style="list-style-type: none"> ▪ Provides a discount for operators age 16-24 who carry a 3.0 or better GPA and are a full-time high school or college student ▪ Also applies if student is ranked in the upper 20% of one of the following standardized tests: PSAT, PACT, SAT-I, ACT, Iowa Test, or California Achievement Test ▪ See Manual for details (See Rules Pages) 															
Away at School Discount	Allows a discount for a student residing at an education institution over 100 road miles from home without a vehicle The student must be shown as a part-time operator The discount is not applicable if the student owns a vehicle or is a principal operator															
Hybrid Vehicle	Provides a discount for vehicles that use both a gasoline engine and an electric motor/battery pack															
Advance Shopper Discount	Provides a 5% or 10% discount on new business if uploaded 5 or more days in advance of the effective date of the policy and is not a rewrite of an existing auto policy.															

REFER TO MANUAL PAGES FOR EXPLANATIONS AND DETAILS.

A. BINDING AUTHORITY

Agents are granted binding authority as defined and restricted in the Underwriting Guidelines.

Binding authority is **ten** days, except where extended by policy language. Applications or policy change requests received more than ten days after the requested effective date are considered **NOT BOUND** and are subject to underwriting approval.

A fully completed, signed current edition date application must be on file in the agent's office. All required forms, reports, and photos must also be on file in the agent's office and provided within 30 days of the requested effective date. Binders are not acceptable.

Periodic audits may be performed by field and/or underwriting personnel to verify that signed applications and all required forms, reports, and photos are on file in the agency office.

Minimum limits are \$50,000 Combined Single Limit or \$50/\$100/\$25 Split Limits.

Maximum limits are \$500,000 Combined Single Limit or \$500/\$500/\$250 Split Limits.

NOTE: If the number of violations and/or at-fault accidents for the entire household **exceeds** six (three of which can be at-fault accidents), the maximum limits available are \$100/300/100 Split Limits or \$100,000 Combined Single Limit.

For a \$1,000,000 limit see the Umbrella Section of the Manual. The driving record of the household must not exceed four violations (two of which could be at-fault accidents) to qualify for an Umbrella.

B. NEW BUSINESS GUIDELINES

New business must be submitted with cash. If Ohio Mutual is declining the risk and issuing a Notice of Cancellation, Ohio Mutual will keep the earned premium from the effective date to the cancellation date.

If the Company receives a nonsufficient funds check within the first 90 days of coverage the normal procedure is to issue a Notice of Cancellation.

Policy Terms

The policy may be written for a term of six months under the **Masters Series - Personal Auto** or for twelve months under the **Masters Series - Ultra Personal Auto**.

e-Quip'd®

e-Quip'd® is Ohio Mutual's **electronic Quoting underwriting issuance printing delivery** personal auto underwriting and policy issuance system that was designed to:

- Quote the policy;
- Issue the policy, printing all documents from the agent's office;
- Upload the policy, with Company issuance of all documents the next day; or
- Upload the policy, print the ID cards, with Company issuance of the declarations pages the next day.

A fully completed, signed current edition date application must be on file in the Agent's office. All required forms, reports, and photos must also be on file in the Agent's office and provided within 30 days of the requested effective date. Binders are not acceptable.

Periodic audits may be performed by Field and/or Underwriting personnel to verify that the signed application and all required forms, reports, and photos are on file in the agency office.

B. NEW BUSINESS GUIDELINES (Cont'd.)

OPERATORS

Insurance Scoring

When there is an Insured and Spouse or two Insureds on a policy two insurance scores are received and the higher of the two scores is used to determine the Insurance Score Group (ISG). When a No Hit or Unscored is received on an individual and a score is received on the other individual the actual score is used to determine the ISG.

Operator Eligibility - Per Driver Basis

Major Violations (See Page PPA-U-3)	None allowed in last five years
Violations/Chargeable Accidents	Four violations and/or at-fault accidents per driver in past three years with no more than two at-fault accidents in that time frame
Suspensions/Revocations	None allowed in last five years

NOTE: The three-year experience period is based on the violation date of the offense.

Prior Insurance

No automatic binding authority if no continuous prior insurance for the last 90 days. Contact the Company.

If prior insurance was written on a nonstandard policy, not eligible.

Nonrenewal by Ohio Mutual Insurance Company or United Ohio Insurance Company, not eligible

Future Young Drivers

Names, dates of birth, and gender of all children in the household should be provided to monitor future operators.

Youthful Operators

Youthful operators are classified as age 16 to 24. Most youthful operators are acceptable, but the age classification does require closer underwriting. A good youthful operator will have most or all of the following attributes:

- Good mental and physical health; no involvement with alcohol or drugs;
- A responsible attitude and respect for the safety of others;
- Lives with parent(s) or spouse;
- Enrolled in school and/or works full-time; and/or
- Operates a well-maintained vehicle, avoiding modified, sports, or high performance-type vehicles.

NOTE: Any single named insured under age 21 must have the parent's supporting auto in Masters Series.

Ineligible Operators - 73 Years and Older

Operators 73 years and older are not eligible for coverage.

The applicant's interest is probably best served by staying in his/her present insurance carrier, especially if the applicant has been insured with that company for a number of years.

B. NEW BUSINESS GUIDELINES (Cont'd.)

Ineligible Operators - Prior Approval is Required Before Binding

Coverage for the following accounts may **not** be bound, nor should an Application/Change form be submitted:

- Drivers with a history of alcohol or drug abuse;
- Illiterate persons;
- Unemployed persons;
- Any operator required to file evidence of financial responsibility;
- Transients whose occupations involve traveling over wide areas;
- Drivers canceled by another carrier in the past three years;
- Military personnel because of the assumed possibility of out-of-state residency;
- Operators with an out-of-state driver's license;
- Any "well-known" personalities:
 - Professional entertainers;
 - Professional athletes;
 - Mayors;
 - Politicians; or
 - Other well-known professionals; or
- Any driver using a vehicle for the delivery of food or products including, but not limited to, pizza, newspapers, or magazines.

Major Violations/Felonies - Prior Approval is Required Before Binding

Drivers with major violations are **not** to be bound. Major violations include the following:

- Driving while intoxicated;
- Driving under the influence of drugs;
- Vehicular homicide or assault;
- Hit and run;
- Fleeing or eluding a police officer;
- Speeding (26 MPH or more over posted limit);
- Drag racing;
- Driving under suspension or revocation;
- Reckless operation;
- Stolen vehicle or equipment;
- Any other moving traffic violation resulting in the filing of evidence of Financial Responsibility under any Financial Responsibility Law required as of the effective date of the policy;
- Driving without the vehicle owner's consent; or
- Any felony conviction.

These risks are better suited to the non-standard auto market and may be considered for coverage in the Accommodator Program.

Medical Reports

If the application indicates any mental or physical impairment which reduces the applicant's ability to safely operate a motor vehicle, the application may be declined.

B. NEW BUSINESS GUIDELINES (Cont'd.)

VEHICLES

Eligible Vehicles

The following risks are generally eligible for coverage in Masters Series - Personal Auto:

- Private passenger autos
- Pickups
- Motor Homes
- Vans
- Electric autos
- Antiques
- Classics
- Camping trailers
- Utility trailers
- Named non-owner coverages
- Extended non-owner coverages
- Golf carts - refer to Company for Underwriting consideration

Sports/Performance

Sports- and performance-rated vehicles are considered vehicles with characteristics in excess of normal motoring needs. Performance enhancements often include lower centers of gravity, engines of higher displacement, and turbo or supercharger options.

These vehicles increase the overall auto exposure. Perhaps the most important underwriting consideration with these vehicles is the operator of the vehicle.

The following characteristics outline the most desirable risks involving sports cars and high performance vehicles:

- All operators of the vehicle, both full- and part-time, are at least 21 years old;
- No operator accidents or violations in the last three years;
- Good claims history;
- Pleasure use only, or if driven to work the distance should be minimal;
- Vehicle should be garaged;
- Physical damage deductibles should be at least \$250 on Other Than Collision and \$250 on Collision;
- Vehicle should have a security system; and
- Significant "supporting" Farmowner or Homeowner coverage is required.

Any of the following vehicles if classified as "Other Than 'Standard'" or any fiberglass bodied vehicles:

Alfa Romeo

Chevrolet Camaro, Corvette

Dodge Daytona, Stealth, Viper

Dune Buggy

Ferrari

Ford Mustang

Jaguar

Lotus

Maserati

Mazda Miata, MX-5, RX-7

Mercedes Benz

Mitsubishi Eclipse

Nissan 240SX, 300ZX

Pontiac Firebird, Trans Am

Porsche

Toyota MR2, Supra

These vehicles will be referred to an underwriter for further consideration.

B. NEW BUSINESS GUIDELINES (Cont'd.)

Ineligible Vehicles

Coverage for the following accounts may **not** be bound, nor should an Application/Change form be submitted:

- Vehicles principally garaged in a state in which Ohio Mutual is not licensed. This would also apply to college students attending college outside Ohio who have a car at the college location.
- Trailers leased or rented to others, used as a permanent residence or to carry passengers.
- Motor homes leased or rented to others, or used as a permanent residence.
- Vehicles of special manufacture or limited production, unless service and parts are available in principal area of garaging.
- Vehicles so mechanically defective that their operation endangers public safety.
- Drivers Training vehicles.
- Emergency use vehicles (volunteer vehicles excepted).
- Vehicles used for private or public livery.
- Vehicles used in speed contests, races, or similar activities.
- Vehicles held by financial institutions, auto dealers, or discount houses.
- Vehicles used for delivery purposes.
- Flat bed, stake, or dump bed pickups.
- Box vans.
- Motorcycles.
- Snowmobiles/Recreational vehicles.
- Boats - See BOS Program.
- Jet skis/waverunners/wet bikes.

Inspection Reports

An Automobile Inspection Report, Form **A-201**, and photos showing each side of the vehicle, is required when Other Than Collision and/or Collision coverage is requested on:

- A classic or antique auto;
- A customized van or pickup, only if the vehicle has extensive murals or graphics which will be excluded; or
- At agency or underwriter discretion.

Coverage Limits

Available Limits:

Bodily Injury Liability	Property Damage Liability	Single Limit Liability	Medical Payments
\$ 50,000 / 100,000	\$ 25,000	\$ 50,000	\$ 500
\$ 100,000 / 200,000	\$ 50,000	\$ 100,000	\$ 1,000
\$ 100,000 / 300,000	\$ 100,000	\$ 200,000	\$ 2,000
\$ 250,000 / 500,000	\$ 250,000	\$ 300,000	\$ 5,000
\$ 500,000 / 500,000		\$ 500,000	\$ 10,000
			\$ 25,000
			\$ 50,000

Uninsured/Underinsured Spilt Limit Bodily Injury	Uninsured Motorists Property Damage	Uninsured/Underinsured Single Limit Bodily Injury
\$ 25,000 / 50,000	\$ 7,500	\$ 35,000
\$ 50,000 / 100,000	\$ 10,000	\$ 50,000
\$ 100,000 / 200,000	\$ 25,000	\$ 100,000
\$ 100,000 / 300,000		\$ 200,000
\$ 250,000 / 500,000		\$ 300,000
\$ 500,000 / 500,000		\$ 500,000

C. RENEWAL UNDERWRITING

Previous loss history may be one of the best indicators of future losses. Losses of concern include:

- Carelessness;
- Negligence;
- Large losses, depending on circumstances;
- Frequency.

When reviewing we will take into account previous loss history, including not-at-fault accidents and other than collision claims, dating back to the inception of the policy, and supporting business with Ohio Mutual.

At-fault accidents (No violations)	All Drivers	Four (4) allowed per driver, subject to Underwriting review, including exclusion and nonrenewal
Major Violations	All Drivers	Underwriting review, including exclusion and nonrenewal

Driving records are updated monthly on all drivers and rating could be adjusted at renewal.

D. PROOF OF FINANCIAL RESPONSIBILITY

If you or any other licensed representative in your agency are asked to sign any form provided by the Bureau of Motor Vehicles or the Ohio Department of Highway Safety that is being used to show "Proof of Financial Responsibility" for any reason, **you are required to give written notice to Ohio Mutual's Underwriting Department of such action.** These forms, one of which is BMV 2701 (7-85), are being required for a driver with a suspended license to get his driver's license reinstated.

We will continue to follow our present underwriting procedures, which would require our Company to send a 30-day Notice of Cancellation - Company Request.

If any person in your agency signs such a form, you are admitting knowledge of a license suspension. We would suggest that you place the Insured in a Non-Standard Auto Insurance Program prior to signing such "Proof of Financial Responsibility" forms because the Insured has become ineligible for continued coverage under our Masters Series - Personal Auto Program.

E. CHANGES

The agency can quote or upload and issue most auto changes through the e-Quip'd® system. Changes may also be submitted by phone, by fax, by mail, or through Agent Access.

Deletion of Physical Damage

If Physical Damage is being deleted by the Insured, we will also delete the Loss Payee as the Policy no longer provides coverage for their interest, if any.

Adding New Drivers

New drivers in the household should be added when the new driver is age 16 and has a driving license. If the new driver is age 73 and over, complete the change request and submit a Medical Report.

(See New Business Guidelines - Youthful Operators, Operators 73 Years and Older, Ineligible Operators, Major Violations/Felonies.)

Adding Named Insureds

When adding a Named Insured please complete all pertinent questions on the application regarding the new named insured's driving history to have on file in the agency office.

Adding a Vehicle

If the vehicle being added is a Classic or Antique, complete and submit an auto inspection report and photos of the vehicle.

(See New Business Guidelines - Eligible Vehicles, Sports/Performance, Ineligible Vehicles.)

F. EXCLUDED DRIVERS

The Named Driver Exclusion is used to specifically exclude a driver, other than a Named Insured, in the Named Insured's household who would normally be an insured driver under the terms of the policy.

An insurer shall exclude a specific individual, other than the Named Insured, while operating a motor vehicle insured under the policy if

- a. The policy would have otherwise been canceled or nonrenewed due to the driving record of the individual; and
- b. The named insured, and spouse agree, in writing, by signing a Named Driver Exclusion Form, **CEF-286**, to exclude the individual by name when that individual is operating a motor vehicle.

The **A-101** Endorsement will be attached to the policy.

F. EXCLUDED DRIVERS (Cont'd.)

The named driver exclusion endorsement shall remain in effect:

- a. For the term of the policy; and
- b. For each renewal, reinstatement, substitute, modified, replacement, or amended policy:

until the insurer agrees, in writing, to provide coverage for the specifically excluded individual that was previously excluded.

If a named driver exclusion endorsement is attached to the policy:

- a. The premiums charged shall not reflect the claim experience, driving record, or rating classification of the named excluded driver.
- b. The named excluded driver shall not be listed as an operator of any auto covered under the policy.

Whenever possible, submit the Application/Change Form with the signed Named Driver Exclusion Form, **CEF-286**.

G. REINSTATEMENTS

The reinstatement fee for canceled policies is \$15.

Total Premium Due Received Within 5 Calendar Days

If the total premium due is received in your office or in our office **within 5 calendar days** of the effective date of cancellation for non-pay, we will reinstate automatically.

NOTE: If cancellation is on a company request cancellation or non-renewal, reinstatement will **not** be considered.

Total Premium Due Received Within 6 - 30 Calendar Days

If the total premium due is received in your office or in our office **within 6 - 30 calendar days** of the effective date of cancellation for non-pay, there will be no automatic reinstatement and there is no coverage bound.

If the total premium due is received in the Company, Underwriting will contact the agency to advise that:

- a. We have received payment.
- b. That there is no coverage in force.

If the policy is eligible for reinstatement, a signed **CEF-6**, Statement of No Loss, must be received in the Company within five calendar days of the payment received date. ACORD No Loss Forms **WILL NOT** be accepted.

If the policy is ineligible for reinstatement, unearned premium will be refunded.

If the total premium due is received in the Agent's office, call Underwriting immediately to discuss reinstatement consideration as no coverage is in force. Reinstatement will require a signed **CEF-6**, Statement of No Loss.

NOTE: A signed **CEF-6**, Statement of No Loss, in no way binds or reinstates coverage. Approval must be obtained from the Company.

G. REINSTATEMENTS (Cont'd.)

If Underwriting has not previously indicated an unwillingness to rewrite or reinstate, coverage may be bound through a new application effective the date and time money was received, subject to new business guidelines.

For your convenience, you may want to obtain Form **CEF-6**, Statement of No Loss, before calling for reinstatement consideration. However, the Statement of No Loss in no way binds coverage.

Total Premium Due Received After 30 Calendar Days

If the total premium due is received **after 30 calendar days** of the effective date of cancellation for non-pay, reinstatement will not be considered. No coverage is bound. There is no binding authority. If money is received in the Company, unearned premium will be refunded.

NOTE: The Statement of No Loss (**CEF-6**) is available through Agent Access.

H. REINSTATEMENTS/REWRITES OF LAPSED POLICIES

There is a relationship between the number of times a policy is reinstated and the loss potential of the risk. Therefore, we will not reinstate or rewrite a risk more than two times in any three-year period in the Masters Series Program. A rewrite of a policy that has lapsed for nonpayment of premium is considered a reinstatement of coverage.

A reinstatement means a "legal" Notice of Cancellation has been sent and payment was received after the effective date of the cancellation.