



# ACORD Forms 101

ACORD forms are used by all insurance professionals. Here's a refresh on their general format and how to complete this critical piece of the coverage process.

The primary goal of ACORD forms, commonly referred to as ACORDs, is to collect and summarize information about an insured's operations and insurance needs. While ACORDs are used by all insurance professionals, there are several different types of forms depending on the line of insurance being marketed.

## Commonly Used Forms

- 25 – Certificate of Liability Insurance
- 27 – Evidence of Property Insurance
- 80 – Homeowner Application
- 90 – Personal Auto Application
- 125 – Commercial Insurance Application
- 126 – Commercial General Liability Section
- 127 – Business Auto Section
- 130 – Workers' Compensation Application
- 131 – Umbrella / Excess Section
- 137 – Commercial Auto
- 140 – Property Section

## Completing ACORDs

The agent's, broker's, or underwriter's insurance license determines which ACORDs they are required to use. For example, a Property and Casualty Broker will primarily use ACORDs 125, 126, and 140.

Insurance professionals can choose to complete these in handwritten form or digitally, although the presence of agency management systems like Epic, AMS360, and Genesis, have made digital completion most common.

While never identical, many ACORDs follow a similar format. Let's walk through the basics:

1. To start, an agent must first enter their producer and agency information, as well as the carrier information, if applicable at this stage.

The image shows a portion of an ACORD form titled "COMMERCIAL INSURANCE APPLICATION" and "APPLICANT INFORMATION SECTION". The form is divided into several sections:

- AGENCY:** A large empty box for agency information.
- CARRIER:** Fields for "COMPANY POLICY OR PROGRAM NAME" and "POLICY NUMBER".
- CONTACT:** Fields for "NAME", "PHONE", "FAX", "E-MAIL", and "ADDRESS".
- UNDERWRITER:** Fields for "NAME" and "LICENSE NO.".
- STATUS OF TRANSACTION:** A section with checkboxes for "QUOTE" and "BOUND (Give Date and to)".

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