



PO Box 9, Pleasanton, CA 94566-0814  
SCJ License No. 0551213  
925.474.3600  
925.474.3737 Fax

Date \_\_\_\_\_

We are happy that you want to know how to become an SCJ producer. We have several quality nonstandard auto programs designed to suit your needs.

Please complete and sign the enclosed forms, as well as providing the documents listed below. When we receive all of these items shown, we will promptly review your request to be an SCJ producer.

- \_\_\_\_\_ Producer Questionnaire
- \_\_\_\_\_ Producer Agreement
- \_\_\_\_\_ Taxpayer Identification Number (page 4 of the Producer Agreement)
- \_\_\_\_\_ Copy of your California Fire & Casualty Insurance Broker – Agent License
- \_\_\_\_\_ Copy of the Endorsee List accompanying your Broker – Agent License
- \_\_\_\_\_ Copy of the Bond of Insurance Broker, filed with the California Department of Insurance
- \_\_\_\_\_ Copy of Errors & Omission (E&O) declarations page
- \_\_\_\_\_ Copy of void check from your trust account
- \_\_\_\_\_ Authorization for Automatic Cash Withdrawal (EFT Agreement)
- \_\_\_\_\_ Personal Guaranty, if incorporated. Each principal must sign
- \_\_\_\_\_ Two photographs of your office: one exterior, and one interior
- \_\_\_\_\_ List of your office locations. Include addresses, phone and fax numbers, as well as each office manager's name.

Please send the completed information to:

Marketing Department  
SCJ Insurance Services  
PO Box 9  
Pleasanton, CA 94566 – 0814  
marketing@scjins.com  
925.474.3737 fax

If you have any questions, please call 925.474.3660.