

Process Policy Transfer – Property PolicyCenter



Description:

This job aid reviews how to process a policy transfer and reference the policy number being transferred on the *Policy Info* screen. It is necessary to complete the submission after adding the transfer policy number.

Two common scenarios create a need to record a company transfer:

1. Policy written on the books of one company is being transferred to another.
Example: Mutual Fire policy transferred to Nationwide General Insurance (NGI) Precision.
2. Policyholder moves to a new house.
Example: Tenant or Condo policy transferred to a new Homeowner policy.

This job aid steps through the actions needed for Scenario 2 only.

Step 1

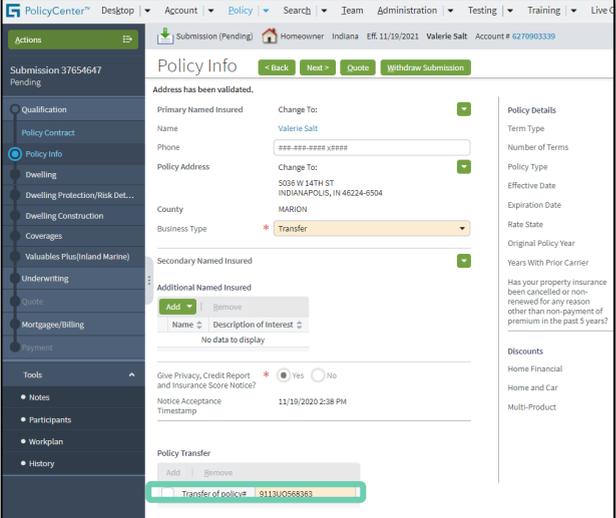
Action	Screen
<p>Search for the appropriate Condo/Tenant policy number, you wish to transfer.</p> <p>Make note of this policy number to complete the transfer.</p>	

Step 2

Action	Screen
<p>Create a new Property Homeowner submission for the account holder.</p> <ul style="list-style-type: none"> • Select “Transfer” from the Business Type drop-down list. <p>If “Transfer” is not the selected Business Type, the <i>Policy Transfer</i> section will NOT display.</p> <p>In the <i>Policy Transfer</i> section:</p> <ul style="list-style-type: none"> • Click the Add button. 	

Job Aid Process (Cont.) :

Step 3

Action	Screen
<p>In this example:</p> <ul style="list-style-type: none"> Enter the previous policy number (9113HS500001 in this example) as the policy number of the Tenant/Condo policy in the Transfer of policy # field. 	

Step 4

Complete the rest of the submission as you would for any new quote.

Refer to the appropriate Property Full Application job aid for step-by-step instructions.

Step 5

Once the Policy Transfer is bound, you must return to the policyholder Account to select the “old” policy and cancel it.

Note: If the existing policy is not cancelled, customers will have duplicate coverage and be billed for two policies.

Refer to the *Cancel Policy* job aid for step-by-step instructions on how to cancel a policy.

By accepting a copy of these materials:

- I agree that I am either: (a) an employee or Contractor working for Nationwide Mutual Insurance Company or one of its affiliates or subsidiaries (“Nationwide”); or (b) an Independent Sales Agent who has a contract and valid appointment with Nationwide; or (c) an employee of or an independent contractor retained by an Independent Sales Agent; or (d) an Independent Adjuster who has a contract with Nationwide; or (e) an employee of or an independent contractor retained by an Independent Adjuster.
- I agree that the information contained in this training presentation is confidential and proprietary to Nationwide and may not be disclosed or provided to third parties without Nationwide’s prior written consent.
- I acknowledge that: (i) certain information contained in this training presentation may be applicable to licensed individuals only and access to this information should not be construed as permission to perform any functions that would require a license; and (ii) I am responsible for acting in accordance with all applicable laws and regulations.
- I agree that I will return or destroy any material provided to me during this training, including any copies of such training material, when or if any of the following circumstances apply: (a) my Independent Sales Agent agreement with Nationwide is cancelled or I no longer hold any appointments with Nationwide; (b) my employment with or contract with a Nationwide Independent Sales Agent is terminated; (c) my Independent Adjuster contract with Nationwide is terminated; (d) my employment with or contract with a Nationwide Independent Adjuster is terminated; or (e) my employment or contract with Nationwide is terminated for any reason.