

Add or Remove a Trust to an Auto or Powersports Policy

PolicyCenter



Description

This job aid reviews how to add and remove a trust on an Auto or Powersports Policy.

As a general rule, a Living Trust in the name of the Named Insured(s) is acceptable for a Personal Lines Policy.

First, you need to create a Policy Change by selecting “Policy Transaction > Actions > Change Policy”.

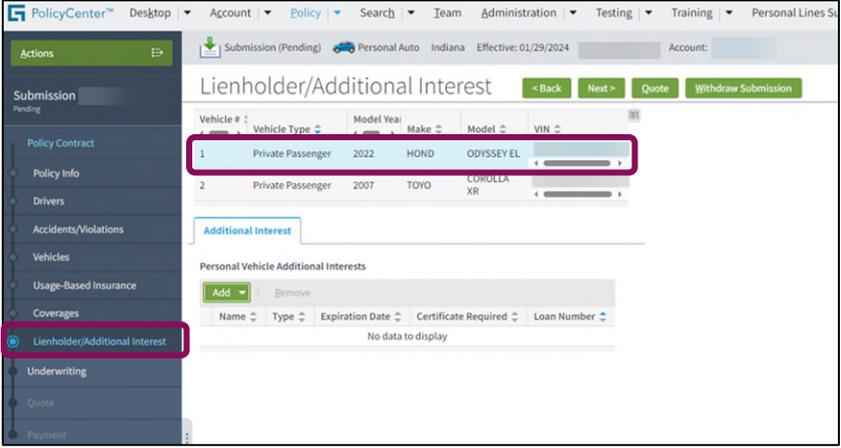
NOTE: If the mailing address is changed to the Trust's address, the policyholder will not receive any correspondence.

Select the appropriate link to advance to the desired procedure:

- [Add a Trust](#)
- [Remove a Trust](#)

Add a Trust

Step 1

Action	Screen
<p>From the “Lienholder/Additional Interest” screen:</p> <ul style="list-style-type: none"> • Select a vehicle. <div data-bbox="53 1480 602 1619" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>! It does not matter which vehicle you choose. Nationwide recognizes that the Trust is for all vehicles.</p> </div>	

Add a Trust, continued

Step 2

Action	Screen
<p>From the “Additional Interest” tab:</p> <ul style="list-style-type: none"> • Select “Add” and then “New Person”. 	

Step 3

Action	Screen
<p>From the “New Additional Interest” screen.</p> <ul style="list-style-type: none"> • Select “Additional Insured” from the “Third Party Type” drop-down list. 	

Add a Trust, continued

Step 4

Action	Screen
<p>On the “Contact Detail” tab:</p> <ul style="list-style-type: none"> Enter the contact information for the Trust. <div data-bbox="53 604 600 835" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>! “First Name” and “Last Name” are required fields.</p> <p>Enter the name of the trust in the “First Name” field and “Trust” in the “Last Name” field.</p> </div> <ul style="list-style-type: none"> Select “OK”. 	

Step 5

Action	Screen
<p>You should be back on the “Lienholder/Additional Interest” main page.</p> <div data-bbox="53 1360 600 1444" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>! The “Certificate Required” field defaults to “Yes”.</p> </div> <ul style="list-style-type: none"> Select the “Quote” button. 	

Add a Trust, continued

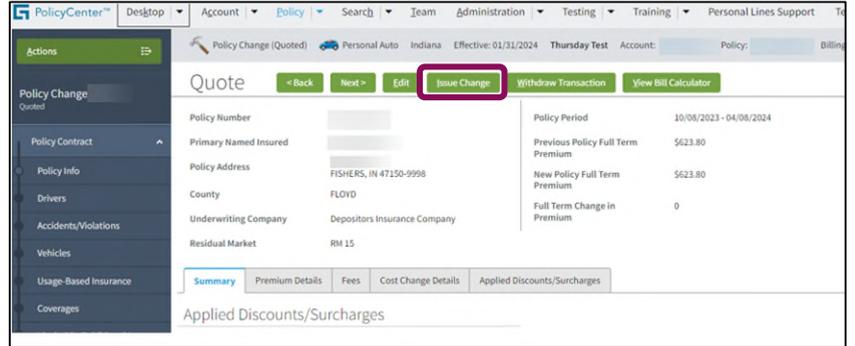
Step 6

Action

On the "Quote" screen:

- Select "Issue Change".

Screen



The screenshot shows the 'Quote' screen in PolicyCenter. The 'Issue Change' button is highlighted with a red box. The screen displays the following information:

- Policy Number: [Redacted]
- Primary Named Insured: [Redacted]
- Policy Address: FISHERS, IN 47150-9998
- County: FLOYD
- Underwriting Company: Depositors Insurance Company
- Residual Market: RM 15
- Policy Period: 10/06/2023 - 04/06/2024
- Previous Policy Full Term Premium: \$623.80
- New Policy Full Term Premium: \$623.80
- Full Term Change in Premium: 0

Buttons at the top include: < Back, Next >, Edit, Issue Change (highlighted), Withdraw Transaction, and View Bill Calculator. Tabs at the bottom include: Summary, Premium Details, Fees, Cost Change Details, and Applied Discounts/Surcharges.

[Return to Top](#)

Remove a Trust

Step 1

Action	Screen
<p>Start a Policy Change and navigate to the “Lienholder/Additional Interest” screen.</p> <ul style="list-style-type: none"> Place a check mark in the box next to the trust you wish to remove. Select the “Remove” button. Select the “Quote” button. 	

Step 2

Action	Screen
<p>From the “Quote” screen.</p> <ul style="list-style-type: none"> Select the “Issue Change” button. 	

[Return to Top](#)

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.