

VILLAGE OF SCARSDALE COI REQUIREMENTS & INFORMATION

Elements of a COI (con't):

1. Company Name and Address: legal name and address of the insured entity.
2. Producer/Agent name and address: the insurance Agent/Broker who issues certificates.
3. Carrier names: name of the insurance company providing your policy.
4. Policy type: the types of insurance required by the contract.
5. Policy Effective Date: the date the policy coverage begins.
6. Policy expiration date: the date the policy coverage ends.
7. Policy limits: the maximum amount of coverage provided for this line of insurance.
8. Denotation of additional insured and waiver of subrogation: All parties are required to add the Village of Scarsdale as an additionally insured entity, this box can be checked with the entity listed as the Certificate Holder or in the Description box. Similarly, the waiver of subrogation is required for the Village of Scarsdale, the "SUBR WVD" box can be checked with the entity listed as the Certificate Holder or in the Description box*
9. Description box: for extra details such as location, event times, and projects. Any additional insured or waiver of subrogation language can also be included here.
10. Certificate holder: entity for which the evidence of coverage is being provided**
11. Producer's signature: signature of the Insurance Agent/Broker who issues certificates
12. Additional remarks page: if the description box or amount of policies spills over the 1st page

**Subrogation Waiver must be provided for all insurance products that allow for a waiver including, Auto, Umbrella, Commercial General Liability insurance and Workers Compensation and Employers' Liability*

***For events hosted by the Scarsdale Business Alliance, two COI's are necessary. One COI will list Scarsdale Business Alliance as the Certificate Holder. A second COI will list the Village of Scarsdale.*

Do I need to have workers compensation insurance?

Generally speaking, workers' comp insurance is required for all businesses in NYS but there are certain exemptions. For example, workers comp insurance is not required for partnerships, LLCs, and LLPs that do not have employees. Please review the following link to check the specific coverage requirements for your business: <https://www.wcb.ny.gov/content/main/coverage-requirements-wc/wc-coverage-required.jsp>

How can I apply for a waiver for workers compensation insurance?

A certification of Attestation of Exemption can only be used to attest to a government entity that an application is not required to carry workers' comp insurance. The form can be found here:

https://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp