

Instructions for Requesting Duplicate Policy or Policy Summary

There is a \$25.00 duplicate policy fee required for a duplicate policy. We are not able to provide duplicate policies for all plans. You may wish to contact the administrative office at 1-833-508-0404 to determine if a duplicate policy is available.

Please make the check payable to State Mutual Insurance Company. A policy summary is available at no cost to you.

To request either of these please complete section 5 of the form. Please complete all of the requested information and sign at the bottom of the form. **Your signature must be witnessed by a disinterested party.**

If the form is received without payment a Policy Summary will be provided. If we receive a check and a Duplicate Policy is not available, we will provide a Policy Summary and refund the \$25.00 to you.

We cannot accept faxed forms.

