



Guidance to Submit Insurance Certificates

General Requirements:

- For each insurance certificate, the name and NAIC number of issuing company, number of policy, and effective dates and deductibles, if applicable
- Policy limits consistent with the schedule A
- Certificate must disclosure that policies are on a primary and non-contributory basis.
- The contract/project number assigned by the Fund (in the “Description of Operations” field)
- Authorized carriers must meet the following criteria: (1) AM Best Company rating of A- or greater, (2) financial score of VII or greater.

Construction and Design Build Contracts only:

- Pollution Liability subcontractors must submit Accord 25 naming the additional insured including the General Contractor

Workers Compensation and Disability Certificates

- Acceptable only on form NYS C105.2 or State Insurance Fund U-26.3 form for Worker’s Compensation
- Acceptable certificate for Disability on form NYS DB120.1
- Confirm the Waiver of Subrogation on the Accord form or provide the WC 00 03 13 as proof.

Additional Insureds for each liability insurance policy, including coverage for on-going and completed operations:

- The People of the State of New York
- The State University of New York
- The Dormitory Authority of the State of New York
- The State University Construction Fund
- The Campus
- If applicable, Construction Manager
- If applicable, Railroad
- The officers, agents, and employees of those listed above.
- If applicable, non-state landowner impacted by this work.

Submitting Insurance Certificates

- Certificates must be signed.
- Accord forms must be emailed directly by the agent or carrier.
- Email certificates and other insurance related correspondence to sucf.insurance@suny.edu.
- Include in the subject line the SUCF contract number or project number.
- Please do not mail additional copies to the Fund.

Specific contract requirements for insurance may be found in section 5.06 of the Construction contract or Article VII of the Consultant contract.

Questions by email concerning this guidance must be sent to sucf.insurance@sunv.edu.