

Appendix B – Facts to Keep Handy About Your Own Policy

For use after you buy an insurance policy. Complete this form and put it with your important papers. You may want to make a copy for a friend or a relative.

1. Insurance Date

Policy Number _____

Date Purchased _____

Premium _____

2. Insurance Company Information

Name of Company _____

Address _____

Phone Number _____

3. Information about Insurance Producer

Producer's
Name _____

Phone Number _____

Address _____

4. Type of Insurance

5. Are there conditions that I need to keep track of? _____

6. How do I file a claim? (Check all that apply)

Contact my licensed producer

Contact the company

7. How often do I pay premiums? ___ Annually ___ Semi-annually ___ Other

8. Are my premiums deducted from my bank account? ___ Yes ___ No

Name and address of my bank: _____

Bank account number: _____

9. Where do I keep this policy? _____

Other information _____

10. Friend or relative who knows where my policy is: _____

Address _____

Phone number _____

We Can Help!

The Division of Insurance exists to serve you. The Division can be a source of unbiased information and assistance to you, such as verifying if a producer or insurance company is licensed to do business in the Commonwealth or providing answers to many frequently asked or general insurance questions.

If you have a complaint against an insurer, it is always best to contact your insurance company first and try to settle the matter. Most insurance companies have policyholder service offices to handle your questions. However, if you are still not satisfied, contact the Division's Consumer Service Section staff to help with your problem. Although they cannot represent you legally against an insurance company or adjuster, they can make an appropriate investigation into potential violation of insurance laws or regulations based on your complaint.

The Consumer Service Section can be contacted at 617-521-7794, Monday - Friday 8:45 a.m. - 5:00 p.m. or visit the Section on the Division's web site at www.state.ma.us/doi. You may also contact or send in a consumer complaint by writing to the Consumer Service Section at the Commonwealth of Massachusetts Division of Insurance, One South Station, Boston, MA 02110. For your convenience, a consumer complaint form may be printed from the Division's web site.

This consumer's guide should be used for educational purposes only. It is not intended to provide legal advice or opinions regarding coverage under a specific insurance policy or contract; nor should it be construed as an endorsement of any product, service, person or organization mentioned in this guide.



Insurance is an important purchase for many people. Use this brochure as a guide for how to better understand wedding insurance and other coverage for special events and whether this coverage may be right for you.

Although wedding insurance is not required by Massachusetts law, you may want to consider it as a protection against unforeseen events affecting your special day.