



Diocese of Springfield in Illinois

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Office for Insurance and Benefits

Add/Delete Form for Authorized Diocesan Insured Vehicles

It is important to understand that all diocesan insured vehicles are part of a “fleet policy” in order to get the best rates and coverage with low deductibles. As part of a fleet policy, adding and removing vehicles from the insurance coverage is not the same as it is with your regular auto policy. **If you sell a vehicle anytime during the 12 month policy period, you will only receive a refund for 6 months of premium. Conversely, if you buy a vehicle anytime during the 12 month policy period, you will be billed for only 6 months of premium.** Most locations sell a vehicle and replace it with another which would equalize the premium change.

Please complete the information below when adding or removing a Diocesan owned vehicle. Submit this form promptly to the Insurance Office.

PARISH/AGENCY: _____

ADD/ DELETE _____

YEAR _____ MODEL _____

Vehicle Vin# _____

Date of Addition/Deletion _____

✚ This form is available on our web site at insurance.dio.org