



HUB International  
Barton Insurance Brokers

## MAIL IN RENEWAL AUTHORIZATION & COVERAGE REQUEST

To renew your ICBC through the mail, the following signed & completed documents are required:

- 1) Renewal Authorization & Coverage Request Form
- 2) ICBC Notice to Renew
- 3) Payroll Deduction Form

Forward these to the INSURE.IT office on the 6<sup>th</sup> floor, 3777 Kingsway, Burnaby BC, V5H 3Z7

By signing below, I/we give HUB International Barton Insurance Brokers permission to sign for me/us to renew my/our vehicle license and insurance. For recreational vehicles (i.e. motorcycles or motor homes), please renew my vehicle license and insurance for \_\_\_ months (min. 3 months). Any changes I/we wish to make to my/our insurance is shown below. I/we become responsible for knowing what insurance I/we have and I/we will accept any claim settlements based on the coverage shown on my/our insurance papers.

- I do not wish to make any changes to my insurance renewal. Please renew my insurance as it appears on my Notice to Renew.

**Insurance Coverage Changes – select one of the three options below.**

1. **My Vehicle is currently Insured for Pleasure Use only. Please upgrade my usage to:**
  - To work/pleasure use more than 15kms one way (002)
  - To work/pleasure use less than 15kms one way (003)
  - To work/pleasure use with public transportation for part of the journey (004)
  - Business Use (007)
2. **My Vehicle is currently insured for Work/Pleasure less than 15km one way. Please upgrade my usage to:**
  - To work/pleasure use more than 15kms one way (002)
  - Business Use (007)
3. **My Vehicle is currently Insured for Work/Pleasure Use more than 15kms one way. Please upgrade my usage to:**
  - Business Use (007)

**Upgrade My Vehicle Coverage To:**

- Increase 3<sup>rd</sup> party liability to \$\_\_\_\_\_
- Reduce collision deductible to \$\_\_\_\_\_
- Reduce comprehensive deductible (fire, the, glass & vandalism) to \$\_\_\_\_\_
- Add specified perils (fire & theft only) – Available only if you did not previously have comprehensive coverage
- Add Roadstar – cost is \$21 with Roadstar status, \$42 without Roadstar status.
- Add Roadside Plus – Cost is \$50 with Roadstar status, \$78 without Roadstar status.
- Add Limited Depreciation Policy – Vehicle must be within three model years.
- Add Replacement Cost – Vehicle must be within three model years. Must qualify for Roadstar discount.
- Add Loss of Use - \$\_\_\_\_\_ per day (minimum \$15 per day)
- Add Excess Underinsured Motorist Protection – Increases your coverage from one million to two million (Please attach a cheque payable to ICBC for \$25)

X \_\_\_\_\_  
OWNERS SIGNATURE

X \_\_\_\_\_  
OWNERS SIGNATURE