

Submitting a Certificate of Liability Insurance (COI)

Wyman requires proof of insurance from vendors, contractors, and third-party facility users before any services are rendered. This requirement can be satisfied by submitting a Certificate of Liability Insurance.

Steps for Submitting a COI:

1. Contact your insurance agent(s) that handles your general liability, automobile and worker's compensation coverage. Request a COI that lists these details:
 - "The Wyman Center, Inc. 600 Kiwanis Drive, Eureka, MO 63025" as the Certificate Holder
 - Commercial General Liability with a combined single minimum limit of \$1,000,000 per occurrence for bodily injury and property damage
 - Worker's Compensation with the statutory limits required by state law
 - *If applicable*, Automobile Liability with a minimum limit of \$1,000,000
2. Email or mail the certificate to your Wyman contact.

Note: There should not be an additional charge to get certificates. Your insurance agent or insurance carrier may issue the certificate(s). Please account for the additional time it takes to obtain a COI from an insurance carrier instead of an agent.

If you are planning to be on Wyman facilities, but do not have proof of insurance or have insufficient insurance coverage:

Wyman will automatically purchase a Tenant User's Liability Insurance Policy (TULIP) and add \$265 to your invoice. TULIP is a low-cost insurance policy that protects both the facility user and Wyman. The policy applies to bodily injury and property damage on Wyman campus.

