



******PLEASE NOTE THAT THE UNIVERSITY NOW HAS INSURANCE THROUGH HARTFORD
INSURANCE, EFFECTIVE MAY 1, 2006. ******

Before registering the vehicle, all lease agreements MUST be approved by the Treasurer's Office.

Whoever is registering the car, (usually the leasing company) will need to get an insurance stamp to register the car. If the leasing company is part of the Drive Program, they can fax our insurance agent the registration and window sticker information. The insurance broker will stamp the registration and fax back to the dealer. They are all set to go to the registry.

If they are not on the Drive Program, they either need to mail or drive the registration to the insurance broker or see if a local agent will do a "courtesy stamp" for **Hartford Insurance Company**. There is usually a charge for the courtesy stamp. A registration mailed to the insurance broker will be mailed back (be sure to ask them to overnight it back and give them the overnight mail address).

Contact Information:

Nancy Johnson at Insurance Center of New England
246 Park Street
West Springfield MA 01090
Phone: 1-800-243-8134 x109
Fax: 1-413-731-9539

In addition to the above, the Treasurer's Office will need:

1. A copy of the registration.
2. A copy of the window sticker or bill of sale showing the car's value.
3. Department, which the car will belong to.
4. The speed type and account number to charge the insurance premium to (hopefully one speedtype and account number per campus).
5. Plate number if not on the registration.
6. If there are main drivers, I would need their names, date of birth and license numbers.
7. Location of primary garaging—most likely the town of residence.
8. Copy of the signed title when/if a vehicle is being turned in.

If any questions, please call:

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Sr. Insurance Analyst

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