



P. O. Box 4086
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Duluth, GA 30096
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9675
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Dear Insured:

If you have a sufficient number of employees the American with Disabilities Act applies to you. Even if you do not have the required number of employees you should be completing the American with Disabilities Act (ADA) Form on current employees and on all new hires after the employment offer has been made. Please see the instructions on the form attached.

Also, motor vehicle reports should be retained in the employees' files if the employee's are driving any automobile on your behalf.

Both ADA forms and MVR's should be retained in the employees' files and should be made available to insurance representatives and government regulators.

IMPORTANT: The information obtained by you on these forms is to be used, but in a prudent manner. You are not obtaining the information just to have it in file.

Please sign below and return to us to acknowledge that you have received this memorandum.

Signature of the named insured

Date Signed

Cc: Agent