



**RICHARDS**  
Insurance

Beaver Dam | Columbus | Oshkosh | Watertown | West Bend

## Policy Change Request

Complete this form and fax it to the location you work with or email it to [info@richardsinsurance.com](mailto:info@richardsinsurance.com).

Insured Name / Business Name:

Email:

Which location do you work with?

Type of Policy:      Auto/Home                      Business / Commercial

Insurance Carrier:

Policy Number:

Effective Date of Change:

Description of Change Requested:

**Fax completed request to:**

Beaver Dam    920.887.2851  
Oshkosh        920.235.2516  
West Bend     262.334.5467

Columbus      920.623.5713  
Watertown     920.261.0209

**Click button to email completed form.**

Insurance coverage cannot be bound or changed via submission of any online form provided on this site or otherwise, e-mail, voice-mail or fax. No binder, insurance policy, change, addition, and/or deletion to insurance coverage goes into effect unless and until confirmed directly by a licensed agent.