



Randy Wipf, CIC
Director - Underwriting/Pricing

MEMORANDUM

DATE: June 5, 2007

TO: All Agents

RE: Use of “Automated Postal Centers” (APC)

The United States Postal Service (USPS) has installed automated postal centers (APC’s) in many lobbies of their post offices nationwide. Individuals can access these APC’s 24 hours per day, 7 days per week. Items can be mailed and various forms of postage can be purchased through APC’s.

To clarify TWIA’s mail procedure, to secure the “mailing date” as the effective date of coverage when purchasing postage through the use of an APC, the envelope must also be hand cancelled by a postal employee in order for acceptance of the “mailing date” as the effective date on contents contained therein. Absence of the hand cancelled stamp on an envelope whose postage is via an APC machine, will mean the effective date for the envelope’s contents can not be prior to the “date received” by the association.

Attached is an example of an APC certified mail stamp. Notice the APC symbol (circled) identifies the stamps which are purchased from an APC machine.

Texas Windstorm Insurance Association

5700 South MoPac Expressway, Building E, Suite 530, Austin, Texas 78749 • P.O. Box 99090, Austin, Texas 78709-9090
512-899-4900 / Fax 512-899-4950

