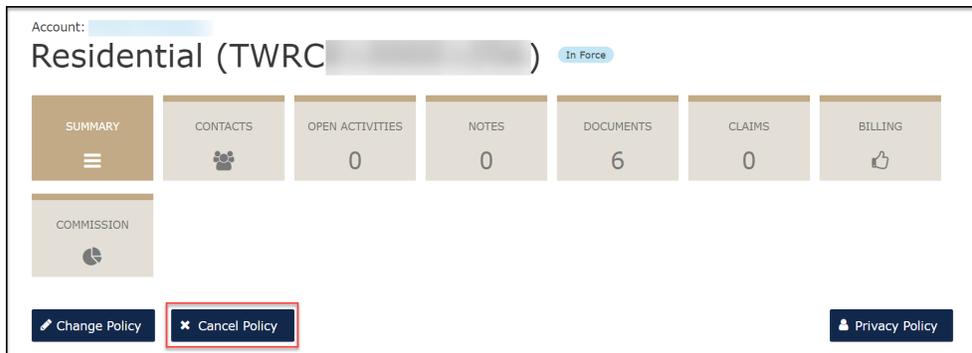


# Submitting a TWIA Policy Cancellation Request

This job aid demonstrates the steps needed to cancel a TWIA Policy.

**\*\*\*\*Please note that policy means an actual in-force policy, not an expired policy or one in pending status, offer submitted status or a renewing offer of coverage. An issued policy will show either in force or in scheduled (one with a future effective date) status.**

1. Locate the TWIA Policy you wish to cancel. Click on “Cancel Policy.”



2. Next, you will select the “Source” and “Reason” for the cancellation from the drop-down menus and enter the “Cancellation Effective Date.” In this example, we are selecting the insured as the source of the cancellation request and no financial/ insurable interest as the closing fell through.

**Please note:** If a mailing address change is required, it will need to be processed before initiating the cancellation. You may select “Do Not Cancel”, process a policy change for the mailing address and start a new cancellation request.

If the mailing address is ok as is, please select “Start Cancellation” to navigate to the next screen.

If you need to backdate a cancellation request, make sure to upload the supporting documentation to the policy.



### Cancel Policy

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**i** This cancellation request will be sent to Underwriting for review and approval.

Any mailing address changes must be made before initiating a cancellation.  
 Supporting documents may be uploaded after initiating the cancellation.  
 Any WPI-8 Waiver Surcharges applied are fully earned.

Source \*

Reason \*

Refund Method \*

Effective Date \*

Do Not Cancel Start Cancellation

**3. This screen confirms the cancellation request has been sent to TWIA Underwriting for review and approval.**

Account  Policy: Residential (TWRC ) Quoted

## Cancellation (00 )

SUMMARY  
☰

OPEN ACTIVITIES  
1

NOTES  
0

DOCUMENTS  
0

**i** This cancellation request has been sent to TWIA Underwriting for review and approval.

Withdraw Cancellation

Cancellation Created Date: February 7, 2022  Description -	Reason: No financial/insurable interest  Refund Method Pro-Rata Subject to \$100 MEP	Cancellation Effective Date <b>February 1, 2022</b>  Estimated Refund Amount <b>\$1,247.00</b>
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