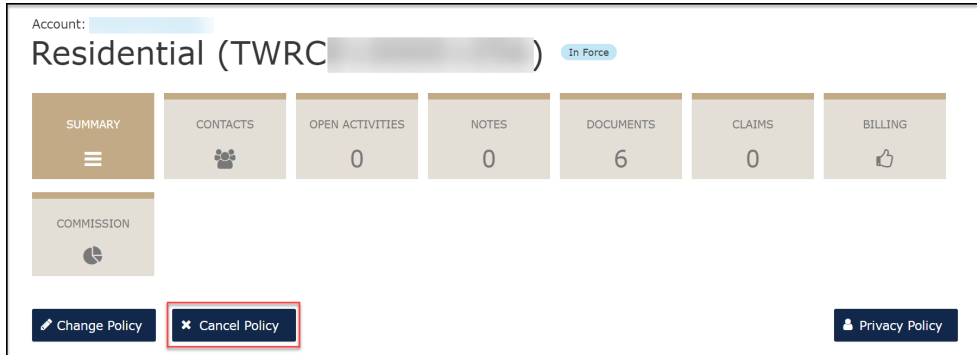


# Submitting a TWIA Policy Cancellation Request

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

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



Account: Residential (TWRC [redacted]) In Force

SUMMARY CONTACTS OPEN ACTIVITIES NOTES DOCUMENTS CLAIMS BILLING

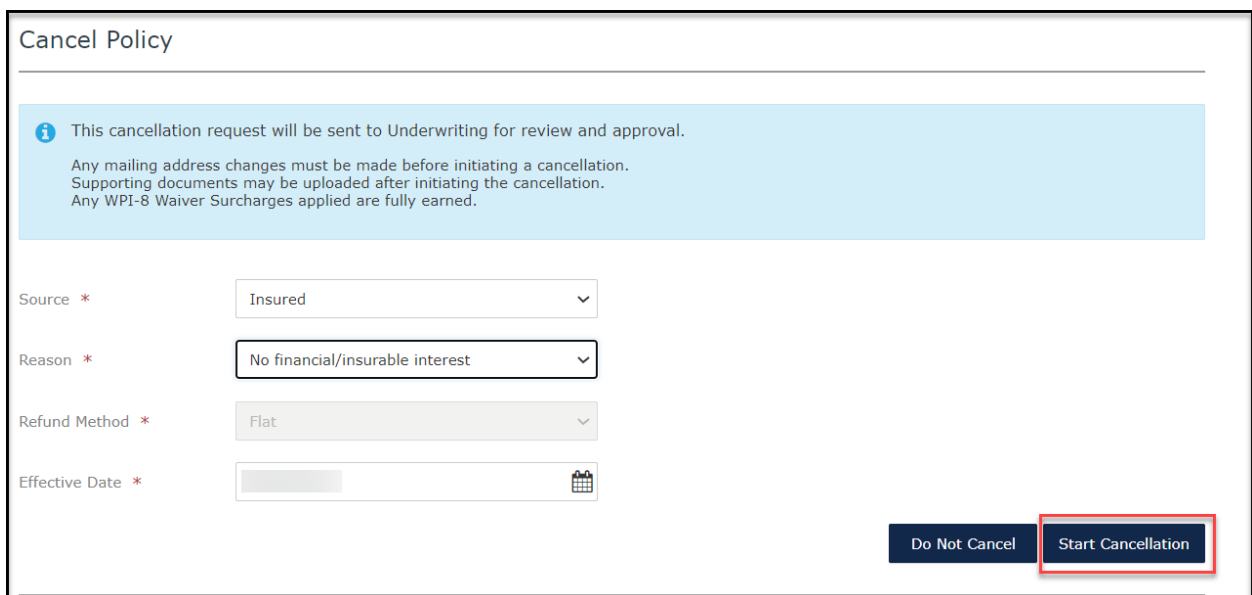
COMMISSION

Change Policy **Cancel Policy** Privacy 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.



Cancel Policy

**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 \* Insured

Reason \* No financial/insurable interest

Refund Method \* Flat

Effective Date \* [calendar icon]

Do Not Cancel **Start Cancellation**



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

Account [redacted] | Policy: Residential (TWRC [redacted])

## Cancellation (00 [redacted]) Quoted

SUMMARY	OPEN ACTIVITIES	NOTES	DOCUMENTS
☰	1	0	0

**i** This cancellation request has been sent to TWIA 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.

[Withdraw Cancellation](#)

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

