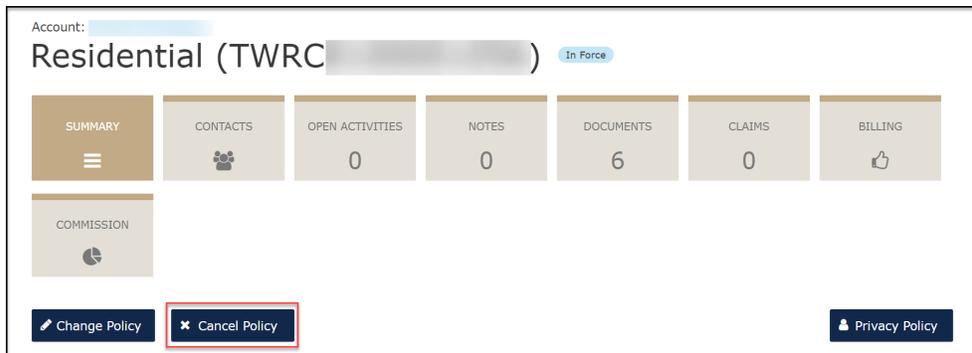


Submitting a TWIA Policy Cancellation Request

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.



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 *

Reason *

Refund Method *

Effective Date *

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 NOTES DOCUMENTS

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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.

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

