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Bulletin #44
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IMPORTANT NOTICE REGARDING TAIPA APPLICATION FORMS

This bulletin serves as notice to all producers writing through TAIPA that effective December 1, 1996, TAIPA will become sole vendor for TAIPA insurance application forms. You may continue to purchase application forms through current vendors until December 1, 1996: after that date all orders for Private Passenger and Commercial & Public application forms must be directed to TAIPA.

Producers may continue to purchase preprinted bar coded envelopes, policy change request forms, and complaint forms from Hart Information Services (800/223-4278).

Producers may continue to purchase policy change forms and preprinted bar coded envelopes from Texas Insurance Organization, formerly TAISO Services, Inc. (512-444/9611).

Producer information will be preprinted on the application forms and MUST be an exact match to your certification records through TAIPA, including your TAX ID and Texas Department of Insurance ID (license) number. Please notify TAIPA if your producer certification information changes. Remember that your PIN (personal identification number) issued when TAIPA acknowledged your certification, is for use ONLY with the Electronic Submission Procedure. This number is NOT your TDI ID number.

TAIPA BINDER FORM REMINDER

Producers must continue to purchase TAIPA Binder Forms directly from TAIPA. Please remember, producers do NOT have authority to issue ID cards through TAIPA. If the Electronic Submission Procedure (ESP) is utilized, producers must use TAIPA Binder Forms. You should mail the application and GREEN Binder form to TAIPA within one working day of the binder transaction: if the coverage is to be retracted you should mail the RETRACTION FORM to TAIPA within one working day. A Retraction Form will be mailed with each Binder Form Order: you may copy to create your own supply of this form. The ESP Reference Number must be provided on both the Binder Form and the application form.

Also, the WHITE copy of the Binder Form is the INSURED'S original: the GREEN copy is the INSURER copy to be submitted with the application for assignment to TAIPA: the YELLOW copy is the PRODUCER copy to be retained with the producer's personal files: the BLUE copy is the ASSOCIATION'S BINDER LOG copy to be submitted with the Binder Form Log upon ordering new binders.

An updated ORDER FORM, reflecting information for both application forms and Binder Forms is attached.

