

**Texas Automobile Insurance Plan Association  
P O Box 18447  
Austin, TX 78760**

**May 15, 1995**

**TAIPA BULLETIN NO. 22**

**Producer's Name  
Producer's address  
City, State & Zip**

**Re:Electronic Submission Procedure (ESP)**

**The Electronic Submission Procedure (ESP) will become effective on June 1, 1995. As a certified producer with the Texas Automobile Insurance Plan Association (TAIPA) you have the privilege of utilizing the ESP, effecting coverage for losses on the day and time of the ESP call and issuing a binder form. The enclosed User's Guide provides the telephone number and guides you through the telephone call.**

**A binder Form may not be issued by any producer unless the Electronic Submission Procedure is properly and completely followed. Only one (1) Binder Form may be issued for each twelve digit reference number provided by the ESP binding phone call. Only one Binder Form is allowed for the application, regardless of number of vehicles.**

**Your confidential Personal Identification Number is \_\_\_\_\_. If you have received prior notice from TAIPA referencing any other PIN, please disregard that notice. This is now the only Personal Identification Number you should use when utilizing the ESP, or in any other transaction regarding that procedure.**

**Also attached is an ESP Retraction Form, which must be used to retract or void an ESP transmittal. This form may ONLY be used if you have NOT MAILED THE APPLICATION to TAIPA. When the application is mailed to TAIPA, it cannot be retracted, it will be processed and assigned to an insurer. You will be required to make corrections and/or cancellations through written communication with the assigned insurer.**

**Should you have questions or require assistance with the ESP, please contact the Binder Form Unit at the above address or telephone 512-444-4441.**

Texas Automobile Insurance Plan Association  
P O Box 18447, Austin, TX 78760-8447

**RETRACTION MUST BE MADE PRIOR TO MAILING THE  
APPLICATION FOR INSURANCE TO TAIPA**

Re: Retracted Electronic Submission  
Applicant \_\_\_\_\_  
Reference# \_\_\_\_\_

**Binder Form completed and retraction needed.**

1. On (M/D/Y) \_\_\_\_\_, I electronically bound coverage for the above named applicant, but will not be submitting an application with deposit to your office since the applicant:

no longer requires coverage

has placed his/her coverage elsewhere

vehicle was added to another policy

**Attached are the voided application and the APPLICANT'S and INSURER'S copy of the Binder Forms.**

**The retraction WILL NOT BE ACCEPTED if the Binder Forms are not attached.**

**OR**

**Binder Form not completed, but retraction needed.**

2. On (M/D/Y) \_\_\_\_\_ I electronically bound reference number \_\_\_\_\_ which contained an error in information provided. That binding should be voided. I have subsequently bound coverage, providing the correct information, under reference number \_\_\_\_\_.

**Attached are the application, premium, and insurers Binder Form for T.A.I.P.A. to issue an assignment.**

**SUBSEQUENTLY the assignment of this application will serve as documentation for the voided reference number.**

Producer's Name \_\_\_\_\_