

## **Policy Rejection Memo**

Date:	
Broker Name:	
Producer Code:	
Insured (custor policy # at this time. The reason for the rejection is due to the following:	ner name) does not wish to obtain coverage under
RESCISSION   Check all that apply:   Incomplete transaction   Insured did not sign application   No money has been collected   No declaration page or ID cards given to customer   Credit card rejected or NSF on down payment was rejected (attach 3 <sup>rd</sup> party documentation)   Agent Error – upload by mistake	
x	_ (BROKER/ AGENT SIGNATURE)
FLAT CANCEL   Check all that apply:   Insured changed mind after policy was issued   Down payment received   Application signed   Declaration and ID cards given to customer   Wrote policy under different carrier	(POLICY NUMBER)
X	(CUSTOMER SIGNATURE)
VOID – not issued Check all that apply: Duplicate of Insured changed mind	_ (POLICY NUMBER)