

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 rd 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)