



Tapco

A Division of CRC Group

TAPCO Signup Checklist

The following information is required to complete the sign-up process.

Agency Name:

Mailing Address:

Physical Address:

Phone Number:

Primary Contact Name:

Primary Contact Email:

The agent's policy copy and the insured's policy copy will be emailed to one policy email address. Please provide the preferred email address:

Policy Delivery Email Address:

- Renewal offers will be printed and mailed to the Named Insured/Recipient and emailed to contact previously assigned to the account.
- Pending requirements will be sent to the contact agent listed on the account a time of binding.
- Endorsements processed by TAPCO are emailed to the contact agent set for the account; agent bills the insured.

Also Required:

- A copy of the insurance agency license(s) as required by your State Insurance department. If you are unsure of the requirements in your state, you should contact your Insurance Department for specific guidelines.
- Copy of your Errors and Omissions Declarations page with minimum limits of \$1 Million/\$1 Million
- Copy of your Taxpayer Identification Number on this IRS form W-9
- Name, email address, and copy of license(s) for each agent in your office.

Please forward the above information to:

New Broker Department via email to newbrokers@gotapco.com or by fax 336-584-8880.

Thank you for your interest in Tapco Underwriters, Inc!

TAPCO

1-800-334-5579

gotapco.com