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Fax (516) 741-2879

Thank you for your interest in doing business with Tapco Underwriters, Inc.

The following information is required in order to place you in our broker database:

1. A copy of your company letterhead providing the name of your company, mailing and location addresses, phone number, and fax number.
2. A copy of the insurance license(s) for each broker as required by your State Insurance department. This includes Property and Casualty License as well as any other license required by your state to place coverage with a Surplus Lines Company (most states require a valid Property & Casualty License as well as some form of Brokers License. If you are unsure of the requirements in your state, you should contact your Insurance Department for specific guidelines [see information below]).
3. Contact name for each licensed broker in your office as well as their email address.
4. Copy of your Errors and Omissions Declarations page showing that E&O coverage is in place with minimum limits of \$1 million/\$1 million.
5. Copy of your Taxpayer Identification Number on the attached IRS form [W-9](#).
6. Please verify a primary contact name and email address. ***The agent's copy of each policy will be emailed to the primary contact's email address. The insured's copy will be mailed directly to the insured. ***

Please forward the above information to ATTN: New Broker Department via fax 336-584-8880 or e-mail to newbrokers@gotapco.com.

Thank you for your interest in Tapco Insurance Services. If you have any questions, please contact us at 1-800-334-5579 or visit our website at <http://www.gotapco.com>

Contact Information for the Department of Insurance:

California Department of Insurance
300 Capitol Mall
Sacramento, CA 95814-4309
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