



## TAPCO - Document Delivery Options

Below you will find several document delivery options. Choose one option under each category. If you select to have your policies delivered via email or select one of the IVANS options, please provide an email address for policy delivery.

Email address for emailing ALL policy copies:

\_\_\_\_\_ @ \_\_\_\_\_

All other correspondence (renewal offers, pending requirements, and endorsements) will be sent to the person listed as the contact agent on each account.

Cancellation notices and reinstatement notices are mailed to the agent, insured and mortgagee, where applicable.

### **Commercial Lines Policy Delivery**

Email all copies of the policy to the agency email address listed above for the agency to distribute.

IVANS notifications to the IVANS inbox for both the agency's and insured's copies, policy documents by email.

### **Personal Lines Policy Delivery**

Email all copies of the policy to the agency email address listed above for the agency to distribute.

IVANS notifications to the IVANS inbox for both the agency's and insured's copies, policy documents by email.

## **Commercial Lines Renewal Quotes**

TAPCO will print and mail the insured's copy to the insured and lienholder (where applicable) and email the agent's copy to the contact agent listed on the account. *(Note: This option allows us to direct bill renewals to the insured.)*

Email all copies to the contact agent set for the account. *(Note: This option reflects agency billed renewals. Please present a copy to the insured and mortgagee/lienholder.)*

## **Personal Lines Renewal Quotes**

TAPCO will print and mail the insured's copy to the insured and mortgagee (where applicable) and email the agent's copy to the contact agent listed on the account. *(Note: This option allows us to direct bill renewals to the insured.)*

Email all copies to the contact agent set for the account. *(Note: This option reflects agency billed renewals. Please present a copy to the insured and mortgagee/lienholder.)*

## **Endorsements**

Email all copies of the endorsements processed by TAPCO to the contact agent set for the account for the agency to bill the insured.

IVANS notification sent to the IVANS inbox for the agency to bill the insured.

Agency Name: \_\_\_\_\_

Person requesting this change: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

All agency delivery option update requests should be sent in writing to [newbrokers@gotapco.com](mailto:newbrokers@gotapco.com) or fax to (336) 584-8880, Attention Broker Delivery Changes.

If you have any questions or need assistance,  
please contact our New Broker Team at (800) 334-5579 ext. 8600.