



GoTapco.com | 1-800-334-5579

3060 S. Church St. | PO Box 286
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Fax (336) 584-8880 | Claims Fax (336) 538-0094

13577 Feathersound Dr., Suite 120
Clearwater, FL 33762
Fax (727) 572-7909

Galleria North, Tower One
13737 Noel Rd., 10th Floor
Dallas, TX 75240
Fax (972) 455-6849

1551 N. Tustin Ave., Suite 450
Santa Ana, CA 92705
Fax (714) 542-0815

1230 E. Diehl Rd., Suite 350
Naperville, IL 60563
Fax (630) 505-0304

TAPCO – Document Delivery Options

At TAPCO, our primary goal is customer service to YOU, the agent and we have several document delivery options available.

We ask that you choose 1 of 4 options under each category. Either highlight or copy and paste your selections in an email and send to newbrokers@gotapco.com

If you select to have your **policies delivered via email**, you will need to specify an email address to have those sent. **Both Commercial and Personal lines policies will be sent to one primary email address.** All other correspondence will go to the individual contact agent on each account at time of binding.

I. Commercial Lines Policy Delivery:

1. **Print and Mail** the insured's copy directly to the insured/recipient and **Email** the agent's copy to the agent. **(Agent will need to provide a specific email address to have policies emailed.)**
2. **Download and print all** recipient copies of policies through the Tapco Broker Gateway.
3. **Email all** copies of the policy to the agent.
4. **Print and Mail** the insured's copy directly to the insured/recipient and **Mail** the agent's copy to the agent.
5. **Print and Mail all** copies of the policy to the agent.

II. Personal Lines Policy Delivery:

1. **Print and Mail** the insured's copy directly to the insured/recipient and **Email** the agent's copy to the agent. **(Agent will need to provide a specific email address to have policies emailed.)**
2. **Download and print all** recipient copies of policies through the Tapco Broker Gateway.
3. **Email all** copies of the policy to the agent.
4. **Print and Mail** the insured's copy directly to the insured/recipient and **Mail** the agent's copy to the agent.
5. **Print and Mail all** copies of the policy to the agent.

Email Address for Emailing ALL Policy Copies _____@_____



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III. Commercial Lines **Renewal** Quotes

1. **Print and Mail** the insured's copy to the insured/recipient and **Email** the agent's copy to the contact agent.
2. **Email all** copies to the contact agent set for the account.
3. **Print and Mail all** copies to the agent.
4. **Print and Mail** the insured's copy to the insured/recipient and **Mail** the agents copy to the contact agent.

IV. Personal Lines **Renewal** Quotes

1. **Print and Mail** the insured's copy to the insured/recipient and **Email** the agent's copy to the contact agent.
2. **Email all** copies to the contact agent set for the account.
3. **Print and Mail all** copies to the agent.
4. **Print and Mail** the insured's copy to the insured/recipient and **Mail** the agents copy to the contact agent.

Endorsements

- **All Endorsements processed by TAPCO are Emailed only** to the contact agents set for the account.

Agency Name: _____

Person requesting this change: _____ Title: _____

Phone: () - _____

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