

CANCELLATIONS

After signing into the agent portal and navigating to the Policy, start the process of cancelling a policy by clicking the Cancel Policy button in the top left corner of the Policy page.

The screenshot shows a web interface for policy management. At the top, there is a navigation bar with buttons for 'log', 'Attachment', 'Dec Page', 'Create Endorsement', 'Cancel Policy', 'Report A Claim', and 'Document Help'. Below this, there are two dropdown menus: 'Terms Selection' (set to 2022-12-31 / 2023-12-31) and 'Transaction Selection(1045)' (set to New Business : Agent Business : ISSUED). A prominent yellow box highlights the 'Cancel Policy' button. Below the navigation is a tabbed interface with tabs for 'Application', 'Coverage', 'Property Info', 'Additional Info', 'Forms', and 'Billings'. The 'Application' tab is active, showing details for policy FLD3139002261. The details are organized into two columns:

Field	Value	Field	Value
Policy #/Holder Name	FLD3139002261/1/TEST POLICY	Payment Plan	Full Pay
Terms Start date	12/31/2022	Term End Date	12/31/2023
Transaction Effective date	12/31/2022	Transaction Exp. Dt.	12/31/2023
Transaction Type	New Business - Agent Business	Bill to	POLHOLDER
Total Premium Change	\$358.00	Product Name	Flood Program
Total Premium	\$358.00	U/writer	TABITHA GUINN

The Cancel Transaction window will appear to be completed. Select the Cancel Reason from the dropdown menu. The selection will determine the information required on the next page.

The screenshot shows the 'Cancel Transaction' form. It has a teal header with the title 'Cancel Transaction'. The form contains the following fields and controls:

- Cancel Reason:** A dropdown menu currently showing 'Select'.
- Expected cancellation date:** A text input field containing '12/30/2022'.
- Do you have a signed cancellation form?** A toggle switch currently set to 'No'.
- Proceed with cancellation Quote? Eligibility cannot be verified without documentation** A toggle switch currently set to 'No'.
- At the bottom, there are two buttons: 'Exit Transaction' and 'Continue'.

Below the main form, a separate view shows the 'Cancel Reason' dropdown menu expanded, displaying a list of options:

- Select
- Building sold, removed, or destroyed
- Contents sold, removed, or destroyed
- Property closing did not occur
- Policy canceled and rewritten to establish a common expiration date with other insurance coverage for the same building
- Duplicate NFIP policies
- Condominium unit or association policy converting to RCBAP
- Duplicate policy from a source other than NFIP
- Insurance no longer required by lender
- Invalid payment
- Nullification prior to policy effective date

Cancellation Questions

- Building sold, removed or destroyed
- Contents sold, removed or destroyed

What type of supporting document do you have?	Select <input type="text"/>
Date of event on the documentation:	MM/DD/YYYY <input type="text"/>
Does the name on the documentation match policyholder?	No <input type="radio"/> Yes <input checked="" type="radio"/>
Does the property address on the documentation match the policy?	No <input type="radio"/> Yes <input checked="" type="radio"/>
Do you have the signature of TEST QUOTE	No <input type="radio"/> Yes <input checked="" type="radio"/>

- Property Closing did not occur

The anticipated transfer of the property did not and will not be taking place?	No <input type="radio"/> Yes <input checked="" type="radio"/>
Do you have the signature of TEST QUOTE	No <input type="radio"/> Yes <input checked="" type="radio"/>

- Policy cancelled and rewritten to establish a common expiration date with other insurance coverage for the same building
- Condominium Unit or Association Policy converting to RCBAP
- Duplicate policy from a source other than NFIP
- Invalid Payment

Cancellation Effective date: 01-25-2023		Refund amount: \$1660
Required documents		
Name	Is Attached	Action
Signed Cancellation Form	N	

Cancellation Questions

- Duplicate NFIP policies

Is the other policy an NFIP policy?	No <input type="radio"/> Yes <input checked="" type="radio"/>
Effective Date of other NFIP policy:	<input type="text" value="MM/DD/YYYY"/>
Does the Policyholder listed on the duplicate declarations page match the policyholder on this policy?	No <input type="radio"/> Yes <input checked="" type="radio"/>
Does the property address and building description on the duplicate declarations page match the policy?	No <input type="radio"/> Yes <input checked="" type="radio"/>
Do you have the signature of TEST QUOTE	No <input type="radio"/> Yes <input checked="" type="radio"/>

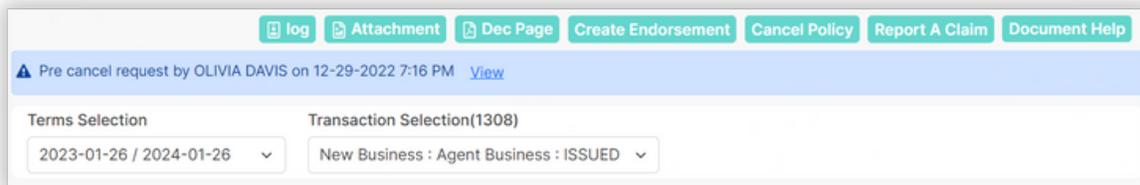
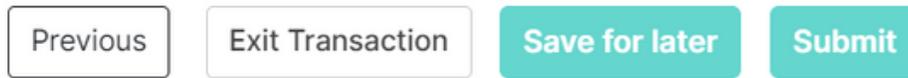
- Insurance no longer required by lender

Do all the lenders listed on policy no longer require flood insurance?	No <input type="radio"/> Yes <input checked="" type="radio"/>
Do you have the signature of TEST QUOTE	No <input type="radio"/> Yes <input checked="" type="radio"/>

- Nullification prior to policy effective date

The property is not subject to a requirement to obtain and maintain flood insurance pursuant to any statute, regulation, or contract?	No <input type="radio"/> Yes <input checked="" type="radio"/>
Do you have the signature of TEST QUOTE	No <input type="radio"/> Yes <input checked="" type="radio"/>

After answering the cancellation questions, if the agent selects *Save for later* button, the policy will be updated with the blue banner reading *Pre cancel request by AGENT on DATE*.
 Select View to reopen the Cancel Transaction.



After answering the cancellation questions, if the agent selects *Submit* button, the policy will be updated with the blue banner reading *Cancellation Pending*.

