



## RFR (Request for Review)

Date:

Policy Number:

Name of Policyholder:

Agent Error – failed to upload payment to policy

New Business

Installment

Renewal

Reason Details: (Attach and provide proof of payment/receipt/payment transmittal log)

Systemic Error- payment collected, policy failed to issue/apply

New Business

Installment

Renewal

(Attach and provide proof of payment/receipt/payment transmittal log)

Agent Error- Failed to upload required documents. Manual reinstatement request.

Reason Details:

Agent Error- Agent bind policy in error. Request to refund \$ and void policy

Amount requested for refund:

Refunded to whom?

Other: (Reason is not listed above, Provide details below)

Name of requestor:

Internal/External Dept./Other:

Agent Code:

**Note: All requested are subject to review and approval by the Policy Services Department. Upload request form and document(s) to Policy System.**