

# ELECTRONIC APPLICATION SUBMISSION INTERFACE RETRACTION REQUEST FORM

## Pennsylvania Assigned Risk Plan

A producer may retract an EASi application prior to the mailing or delivery of a completed signed application to the Plan. An application may be retracted for the following reasons: (1) the applicant notifies the producer that coverage through the Pennsylvania Assigned Risk Plan is no longer required, (2) the producer of record has made an error in the information provided, or (3) the producer mistakenly requests more than one EASi reference number for the same application. The producer must submit a completed EASi Retraction Request Form to the Plan.

Pennsylvania Assigned Risk Plan  
PO Box 6530  
Providence, RI 02940-6530

FAX: 401-528-1409  
E-MAIL: paarp@aipso.com

- Please Note**
- An unwanted EASi reference number must be retracted **prior** to mailing the application to the Pennsylvania Assigned Risk Plan. You **cannot** retract an EASi reference number once you have mailed or delivered the application to the Pennsylvania Assigned Risk Plan.
  - When an application is retracted for reason (1) or (2) below, you may mail, deliver, or electronically transmit the completed retraction form to the Plan. A copy of the application marked "void" is not required.
  - Applications must be retracted **no later than two working days** after the date of transmittal of the EASi application. If the completed retraction form is received by the Plan more than 15 calendar days following the date of transmittal of the EASi application, the producer to whom the reference number is assigned may be referred to the Plan's Review Panel.

Please **RETRACT** the EASi Reference Number (listed *below*) for the following reason:

Insert EASi Reference  
Number Here

1.  The applicant has placed his/her coverage in the voluntary market with the following company:  
\_\_\_\_\_  
(Name of Company)
2.  The applicant has elected not to pursue assignment for coverage through the Pennsylvania Assigned Risk Plan.
3.  When completing the application transmitted with the EASi Reference Number listed above, I made an error in the information provided. This application should be retracted and the Reference Number **voided**. I have since electronically transmitted an application providing the **correct** information with the EASi Reference Number listed below:

Insert Corrected EASi  
Reference Number Here

I have attached the revised application with the **corrected** EASi Reference Number, deposit and all required documentation for the Pennsylvania Assigned Risk Plan to issue assignment.

4.  Other (please explain in detail on back of this form—if space is insufficient, attach additional sheets)

### The Following Information Must Be Provided By The Signing Producer Submitting This Form:

Producer Name (**Please Print**): \_\_\_\_\_ Name of Agency: \_\_\_\_\_

Producer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Producer License Number: \_\_\_\_\_

EASi User Identification Code: \_\_\_\_\_

Attach  
Copy of  
Corrected  
Application