

ELECTRONIC APPLICATION SUBMISSION INTERFACE RETRACTION REQUEST FORM

Arkansas Automobile Insurance 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 Arkansas Automobile Insurance 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.

Arkansas Automobile Insurance Plan
302 Central Avenue
Johnston, RI 02919

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- Please Note**
- ➡ You must retract an unwanted EASi reference number prior to mailing or delivering the applicants' application to the Arkansas Automobile Insurance Plan. You cannot retract an EASi reference number once you have mailed or delivered the application to the 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 EASi reference number was assigned will be considered in violation of producer performance standards.

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 Arkansas Automobile Insurance Plan.
3. ☐ When completing the application transmitted with the EASi Reference Number listed above, I made an error in the information provided. The application should be retracted and the EASi Reference Number should be **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 Arkansas Automobile Insurance 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: _____

