

# ELECTRONIC APPLICATION SUBMISSION INTERFACE RETRACTION REQUEST FORM

## Minnesota Automobile Insurance Plan

If (1) after assignment of an Electronic Application Submission Interface (EASi) reference number and **prior** to the mailing of a completed and signed application, an applicant notifies the producer that coverage through the Minnesota Automobile Insurance Plan is no longer required, or (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 shall mark the appropriate application "VOID," and forward the voided application and any other voided form(s) together with this document (or a brief letter of explanation) to the following:

Minnesota Automobile Insurance Plan  
P.O. Box 6530  
Providence, RI 02940-6530

- Please Note**
- ➡ You must retract an unwanted EASi reference number prior to mailing the application to the Minnesota Automobile Insurance Plan. You cannot retract an EASi reference number once you have mailed the application to the Minnesota Plan.
  - ➡ You must mail the completed retraction form and required documentation to the Plan **no later than two working days** after the date the application is voided.
  - ➡ 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 is assigned will receive a complaint in accordance with Plan procedures.

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 Minnesota Automobile Insurance Plan.
3. ☐ When completing the application transmitted with the EASi Reference Number listed above, I made an error in the information provided. This 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 Minnesota 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: \_\_\_\_\_

AIP-5454 MN Retraction Request Form (Rev. 10/15)

Attach  
Copy of  
Voided  
Application