

What should you remember when processing a cancellation?

1. RLI requires the insured's signature.
2. The cancellation date will take effect on:
 - A future date requested.
 - The date the insured signs and dates a request.
 - The date RLI or administrator receives the signed request from the insured, (if the insured's signature is more than 30 days old OR the request is not dated).
3. Returned premium, if applicable, will be subject to a short rate factor.

***Please be sure to submit the signed LPR to Linda Hafner, RLI Program Manager via email at lhafner@massagent.com or by fax to (508) 634-2930. She will then forward your request to RLI directly. Thank you.