

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 (within 30 days). If the requested date is further back than 30 days, RLI will use 30 days back.
 - The date RLI or administrator receives the signed request from the insured, (if the request is not dated).
3. Returned premium, if applicable, will be subject to a short rate factor of 10%.

***Please be sure to submit the signed LPR to Chris Kivior, RLI & Safeco Program Manager via email at ckivior@massagent.com or by fax to (508) 634-2930. He will then forward your request to RLI directly. Thank you.