



## MASSACHUSETTS PROPERTY INSURANCE UNDERWRITING ASSOCIATION

Underwriting Division  
Two Center Plaza  
Boston, Massachusetts 02108-1904  
(617) 723-3800, MA Only (800) 392-6108, FAX (617) 557-5678

December 7, 2004

To: All Massachusetts, Brokers, Companies and Special Agents

RE: Revised Immediate Coverage-FAX IC Invoice

The Association, in its continuing efforts to provide the highest standard of service possible, has made a revision to the Immediate Coverage via Fax Procedure. Currently only 50% of payments remitted to the Association can be processed by our payment processing facility. **This is primarily due to payments being remitted without an accompanying original invoice.**

Effective 12/13/04, the Association will issue only one copy of the "Proof of Insurance" form when an application has been approved and issued. **A FAX IC Invoice will be mailed to the Producer under separate cover.** To ensure timely and properly crediting, Payment and Original tear off portion of the Fax IC Invoice must be remitted to:

Massachusetts Property Insurance Underwriting Association  
PO BOX 9693  
Manchester NH 03108-9693

**Please be sure to include the policy number on the check.**

The Fax IC Invoice will indicate the Annual Premium and the Minimum Due. The Fax IC Invoice and payment of the annual premium, minimum due or any amount in-between, must be returned to the Association within 10 days of the invoice issue date. A self-addressed envelope will be included with the Fax IC invoice for your convenience. Please note: Mortgagees are not eligible for the installment program

The Association believes these changes will improve service, by allowing the Association to more efficiently process payments through automation and allocate staff currently processing payments manually to process Immediate Coverage and Endorsement Submissions rather than payments. If you have any questions regarding this procedure please contact our Consumer Service Department.

Very Truly Yours

James H. Pappas  
Vice President-Underwriting