



TEXAS AUTOMOBILE INSURANCE PLAN ASSOCIATION

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To All Producers:

**Policy Change Form**

Enclosed please find the revised Policy Change Form for the Texas Automobile Insurance Plan Association (TAIPA). This form must be used by producers when any type of change is required on a policy issued for a TAIPA assignment. The original copy of the form **must be sent to the insurer.**

The format of the Policy Change Form is now very much like the application form, including all the necessary information for the insurer to process cancellations and endorsements to a policy. The statistical data now required by the Texas Department of Insurance is included in the Policy Change Form. You must utilize the new Policy Change Form to ensure that endorsement and cancellation requests will be processed by the insurer.

Please note that in keeping with Section 6.C. of the TAIPA Plan of Operation, any reduction or elimination of coverage requests **must** be signed by the **insured**, as well as the producer.

For information on ordering TAIPA forms, please refer to your Producer's Guide under "Vendors". The list of vendors in the Guide will be periodically updated.

Very truly yours,

(Ms.) Margaret Alsobrook  
Operations Manager

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**\* EXCEPTIONS – if involved in an accident:**

1. which occurred while the motor vehicle owned or operated by the applicant or other person who usually drives the applicant's motor vehicle was lawfully parked, standing or stopped; or
2. in which motor vehicle was struck by hit-and-run driver, if such accident was reported to the proper authorities within 24 hours; or
3. as a result of which applicant or other person who usually drives the applicant's motor vehicle obtained a judgment against, or a settlement from or on behalf of, the owner or operator of another vehicle involved in such accident if the judgment or settlement was obtained prior to the date of application or in case of renewal, prior to the effective date of the renewal policy, and provided no judgment was obtained against or any amount paid in settlement by or on behalf of the applicant or other person who usually drives the applicant's motor vehicle as a result of such accident; or
4. in connection with which neither the applicant nor other person who usually drives the applicant's motor vehicle was convicted of a moving traffic violation and the owner or operator of another vehicle involved was so convicted; or
5. resulting in the payment of a personal injury protection loss only.