



Insurance Policy Cancellation Checklist

Initiation & Request

Tasks related to receiving and documenting the cancellation request.

Cancellation Request Date

Enter date...

Reason for Cancellation (Customer Provided)

Write something...

Cancellation Method

- ☐ Online
- ☐ Phone
- ☐ Mail
- ☐ In-Person

Requestor Name (if not customer)

Write something...

Reference Number (Internal)

Enter a number...

Requestor Signature (if applicable)

Policy Verification

Ensuring the policy is eligible for cancellation and verifying policy details.

Policy Number

Enter a number...

Policy Status (Active/Inactive)

☐ Active

☐ Inactive

Effective Date of Policy

Enter date...

Coverage Type

- ☐ Auto
- ☐ Homeowners
- ☐ Life
- ☐ Commercial

Insured's Name

Write something...

Coverage Amount

Enter a number...

Outstanding Obligations

Identifying and addressing any outstanding premiums, claims, or loans associated with the policy.

Outstanding Premium Balance

Enter a number...

Outstanding Loan Balance (if applicable)

Enter a number...

Last Premium Payment Date

Enter date...

Details of any open claims related to the policy

Write something...

Policyholder Loan Status

- ☐ Active
- ☐ Paid Off
- ☐ Defaulted

Claim Payment Due Date (if applicable)

Enter date...

Refund Calculation & Processing

Determining the refund amount and initiating the refund process.

Premium Paid to Date

Enter a number...

Cancellation Fee (if applicable)

Enter a number...

Unearned Premium

Enter a number...

Refund Amount

Enter a number...

Refund Method

- ☐ Check
- ☐ Electronic Funds Transfer (EFT)
- ☐ Credit Card

Bank Account Details (if EFT)

Write something...

Notes/Comments Regarding Refund

Write something...

Scheduled Refund Date

Enter date...

Cancellation Documentation & Notification

Preparing the necessary cancellation documents and notifying all relevant parties.

Cancellation Reason (Customer)

Write something...

Cancellation Method

- ☐ Written Notice
- ☐ Email
- ☐ Phone Call

Date of Cancellation Notice Sent

Enter date...

Time of Cancellation Notice Sent (if applicable)

Copy of Cancellation Notice (if applicable)

 Upload File

Notes on Communication with Customer

Write something...

Recipient of Cancellation Confirmation

- ☐ Customer
- ☐ Agent
- ☐ Underwriter

System Updates & Record Keeping

Updating the insurance system and maintaining accurate records of the cancellation.

Cancellation Record ID

Enter a number...

Cancellation Processing Date

Enter date...

Notes on Cancellation Process

Write something...

Cancellation Status

- ☐ Pending
- ☐ Processing
- ☐ Completed
- ☐ Error

User ID - Processed By

Write something...

Final Archive Date

Enter date...