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## **SPECIAL NOTICE**

### **MAIP Policy Application – Void Function**

The MAIP Policy Application has been updated with a new feature that allows an Assigned Risk Producer (ARP) to void an assigned application. The void function is only available for two business days from the date an application is assigned to an Assigned Risk Company (ARC) and may be used to provide notification to the ARC that no down payment or application will be received for the applicant. The void function may be used in those cases where the applicant refused the policy assignment, was unable to provide the required down payment or otherwise refused coverage through the MAIP. Once an assignment is voided, system generated emails will confirm the transaction and voided assignments will be reflected in both the ARP and ARC Assignment listings.

After two business days, an application can no longer be voided through the MAIP Policy Application. Any action to be taken after two business days must be communicated by your agency directly to the assigned company. Note that the automated void function **MAY NOT BE USED** if a registration has already been processed as a result of an assignment. Also, a void transaction cannot be retracted. If a void transaction was incorrectly applied, a new application must be submitted for assignment to rectify this situation.

Finally, the void function is not to be used as an option to change the assigned company. Any resubmission of an application previously voided will be assigned back to the original company. Any attempt to alter the information provided on a previously voided application in an effort to change the original assigned company will be subject to non-compliance review and potential agency MAIP certification suspension.

Questions relative to the void function should be directed to the undersigned at 617-880-7291 or [jmetcalfe@commauto.com](mailto:jmetcalfe@commauto.com).

**JOHN METCALFE**  
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