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1-800-334-5579

Thank you for your interest in doing business with Tapco Insurance Services.

The following information is required in order to place you in our broker database:

1. A copy of your company letterhead providing the name of your company, address, phone number, and fax number.
2. A copy of the insurance license(s) for each licensed broker in your office as required by your State Insurance department. This includes Property and Casualty License as well as any other license required by your state to place coverage with a Surplus Lines Company (most states require a valid Property & Casualty License as well as some form of Brokers License. If you are unsure of the requirements in your state, you should contact your Insurance Department for specific guidelines [see information below]).
3. Contact name for each licensed broker in your office as well as their email address.
4. Copy of your Errors and Omissions Declarations page showing that E&O coverage is in place with minimum limits of \$1 million/\$1 million.
5. Copy of your Taxpayer Identification Number on the attached IRS form [W-9](#).

**Please forward the above information to ATTN: New Broker Department via fax: 336-584-8880 or email [newbrokers@gotapco.com](mailto:newbrokers@gotapco.com).**

**Thank you for your interest in Tapco Insurance Services. If you have any questions, please contact us at 1-877-827-2699 or visit our website at <http://www.gotapco.com>**

Contact Information for CA Department of Insurance:  
California Department of Insurance  
320 Capitol Mall  
Sacramento, CA 95814-4309

Phone: 1-800-927-4357/ Fax: 916-322-3555

[www.insurance.ca.gov](http://www.insurance.ca.gov)

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