

## GUIDELINE FOR SUBMISSION OF ADDRESS CHANGE FORMS

A policy, contract, or fraternal certificate shall state a current address for the insurer, consisting of at least a city and state or province per 31 Pa. Code § 89b.11(a).

### ENDORSEMENT REQUIREMENTS FOR PREVIOUSLY APPROVED FORMS:

Please note that all existing policyholders should be supplied with an endorsement containing the current address for the insurer for attachment to their contracts. This endorsement must be properly executed, must disclose the correct company address and must be submitted for Department review and approval in accordance with the following, as applicable:

- 40 P.S. § 477b.
- 40 P.S. § 991.2434 and 31 Pa. Code § 89.102
- 40 P.S. § 1007.7.
- 40 P.S. § 510 et seq.
- 40 P.S. § 3801.303

Once approval is granted, the company should send a copy of the approved endorsement to all existing insureds to update their policy forms to the current insurer address, as required by 31 Pa. Code § 89b.11(a).

For a period of 90 days after approval of the endorsement, the endorsement may also be attached to newly issued forms. However, after this 90-day period, the Department expects that all newly issued forms will contain the correct company address. The insurer should then provide a certification from a company officer eligible to execute insurance policies under 40 P.S. § 440 attesting that the only change made to each form is the change of the insurer's address.

In addition, the insurer should provide, as supporting documentation in SERFF, a scanned copy of forms approved via paper that will be used going forward. The complete paper copy should bear the Department's approval stamp. For any forms approved via SERFF, the insurer should provide a listing by form number, including the SERFF tracking number and approval date of each form, which will be used to identify the form after the address change is complete.

### SUBMISSION OF FORMS:

The Life, Accident and Health Insurance Bureau of the Pennsylvania Insurance Department uses the System for Electronic Rate and Form Filing (SERFF) as its sole system for tracking filings.

In order to better utilize its limited resources and to streamline the approval of filings, the Department requires filers to utilize SERFF as the means of filing submission(s).

ADDITIONAL INFORMATION:

Please contact [RA\\_Rateform@pa.gov](mailto:RA_Rateform@pa.gov) should you have additional questions.