

“Letter of Security”

SPECIAL BULLETIN

October 23, 2012

To: All Security Agents

In an effort to streamline our operations and to save your agency as well as the company some expense, we will begin to mail both the Insured and Mortgagee copies directly to them rather than sending these to your offices. The exception to this is we will mail the new policies to your offices in order for your initial check for any errors. This new process will begin with all policies printed on **November 9, 2012.**

The process will work as follows:

For New Business

The Insured copy will be sent to your office for you to check and forward to your insured. It will be a complete policy with forms.

The Mortgagee copy will be electronically transmitted to the mortgagee using a 3rd party vendor.

The Agents copy will be available on AgentExpress for you to print a copy if you require one.

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**SECURITY MUTUAL
INSURANCE COMPANY**

For Renewal Business

The insured copy will be mailed directly to the insured about 53 days prior to the renewal date with a note stating that the bill will be sent 28 days prior to the effective date of the policy.

The Mortgagee copy will be sent electronically to the mortgagee at the same time as the Insured copy is sent.

The Agents copy will be available on AgentExpress for you to print a copy if you require one.

For Endorsements and Cancellations

The same procedures as outlined for renewal business, except the change endorsement and billings will go when transaction is completed,

If you should have any questions on the above, please feel free to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom", with a long horizontal flourish above it.

Thomas R Ruane, CPCU
President