

Keeping You in the Know

Agent News from MetLife Auto & Home

Agent News

MetLife

Published: April 2, 2009
Originator: David Coble, Auto & Home Service Operations
Topic: Where To Send Payments and Documents

A Handy Reference Guide for You:

In order to simplify where our agents should send payments and documents, we've transitioned **all** New Business down-payments and document processing to the Dayton, OH office.

Specific mailing instructions are listed in the chart below. Please keep this information handy for future reference.

Type of Payment and/or Document	Mailing Address	Please Remember...
New Business <ul style="list-style-type: none"> ○ Down-payments ○ Required Documents ○ Supporting Documents 	MetLife Auto & Home PO Box 48020 Dayton, OH 45475-0020	<ul style="list-style-type: none"> ○ Use the Dayton-addressed envelopes (MPL 0351-078). <i>Contact your Regional Sales Manager if you need assistance in ordering envelopes.</i> ○ Recycle any of the green Freeport-addressed envelopes (MPL 0351-095) you may still have.
Endorsements, Policy Changes, and Renewals <ul style="list-style-type: none"> ○ Required Documents ○ Supporting Documents 	MetLife Auto & Home PO Box 48020 Dayton, OH 45475-0020	<ul style="list-style-type: none"> ○ All required and/or supporting documents needed for endorsements, policy changes, and renewals should be mailed to the Dayton, OH address.
In-force/ Mid-Term Payments	MetLife Auto & Home PO Box 41753, Philadelphia, PA 19101-1753	<ul style="list-style-type: none"> ○ All In-Force/Mid-Term payments should continue to be mailed to the Philadelphia address

How will my customers be informed?

Customers will continue to receive the Dayton-addressed return envelopes in their policy packages.

- If a customer asks where they should mail their in-force payments, please provide them with the Philadelphia, PA address.
- If a customer asks where they should mail documents or correspondence **other than payments**, please provide them with the Dayton, OH address.

If you have any questions about this bulletin, please contact your MetLife Auto & Home Regional Sales Manager or MetLife Auto & Home Wholesaler.

L0309027715 (exp0212)