

Tips for PIN Corrections

- For every PIN Correction submitted please fill in the mandatory client form attached to this email and attach it as a word document.
- All other attachments (excluding the word form mentioned above) should be in a TIF or PDF format.
- Remember to attach all supporting documentation including a Current Pin Printout in your email submission which will help ensure we can process your PIN Correction promptly.

Tips for Pre-Approvals

- There is no mandatory request form for Pre-Approvals therefore you have the option of electronically attaching a traditional letter from your office requesting a Pre-Approval or you can simply type your request in the body of the email.
- All attachments including the Pre-Approval document should be in a TIF or PDF format.
- Our # 1 way of corresponding back to you will be return email however please ensure you supply us with a name and contact number in case we need to contact you for some reason.
- The Pre-Approvals should follow EM 199705 which states that only complex Pre-Approvals will be looked at.