

**SAMPLE  
OHIO CANCELLATION FORM**

**ABC Company  
12345 Public Drive  
Anytown, USA 12345-6789  
FEIN #21-3456789**

<b><u>Cancellation Name</u></b>	<b><u>Ohio Lic # / FEIN</u></b>	<b><u>Appt. Type</u></b>	<b><u>Date</u></b>	<b><u>Reason</u></b>
DEF Insurance Agency Inc.	11-2233445	P&C	3-12-09	Lack of Production
Johnny Jones	125894	Property	3-15-09	Lack of Production
Debbie Smith	259781	Casualty	3-20-09	No longer w/company
Donny Rose	259781	Personal Lines	3-25-09	Deceased
Sally Davis	6149562	P&C	3-10-09	Retired

Date Termination request submitted to ODI: \_\_\_\_\_

The company is appointing for all qualifications for which the appointee is properly licensed in this state. The company is responsible to assure the appointee only sells products for which he/she is properly licensed in this state.

I hereby appoint and certify that I have investigated the qualifications of this appointee and that the appointee meets all requirements under this state's insurance statutes and regulations. If this is a cancellation/termination, I certify that this cancellation complies with state statutes and regulations.

Renee Q. Doll  
Assistant Vice President  
(999) 123-4567