

## Agency Bulletin: AGNAT-2021-004

Date: August 4, 2021  
To: All SWTIC Agents  
From: Agency Department  
RE: **New Corporate Suite Number and Department Email Addresses**

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### New Corporate Suite Number

The Southwest Title Insurance Company (SWTIC) corporate office has moved to accommodate our growing staff. We are located in the same building but have moved to another suite. Please be sure to update the suite number for items sent directly to our corporate office, including any overnight delivery services you use. We don't want your correspondence getting delayed or lost.

**Corporate Office Address – 2400 Dallas Parkway, Suite 200, Plano, TX 75093**

### Designated SWTIC Email Addresses

We now have designated emails for several Departments. Use these when sending items or contacting SWTIC.

- **Policy Remittance** – [PolicyDepartment@swtic.com](mailto:PolicyDepartment@swtic.com)
  - Send your monthly policy remittance reports here to ensure quick processing.
- **Home Office Issue Policies** – [HOI@swtic.com](mailto:HOI@swtic.com)
  - Include the T-00 with a copy of the policy(ies) and a signed copy will be emailed back. Original paper policies will not be returned.
- **Over Limits Approval** – [OverLimits@swtic.com](mailto:OverLimits@swtic.com)
  - Include a copy of the Commitment and survey, if needed, with your submission.
- **Online Agent Access** – [FIRSTNet@swtic.com](mailto:FIRSTNet@swtic.com)
  - Includes requests for adding new employees, access to insured closing service letters/closing protection letters, policy number requests, and FIRSTNet password reset.

### Title Services

- **Title Orders** – [TitleOrders@swtic.com](mailto:TitleOrders@swtic.com)
  - For agents using SWTIC Title Production Services when placing a title order.
- **Policy Production Orders** – [PolicyOrders@swtic.com](mailto:PolicyOrders@swtic.com)
  - For agents using SWTIC Policy Production Services for policy typing.