



Policy Services Guidelines

Reporting Closing Protection Letters (CPL)

There is a charge in your state for issuing CPL's on transactions that you have closed. You can report and pay your CPL fee to Stewart Title Guaranty Company by any of the following methods:

The CPL can be reported electronically or manually.

1. Electronic reporting
 - AFW - CPL is entered as an endorsement "E-"; override the remittance calculation to 100% except in North Carolina
 - AIM+ - Use L-6600 to enter the CPL; override the remittance calculation to 100% except in North Carolina
 - PRISM - Requires a separate register for the CPL; change the remittance percentage to 100% for the CPL register except in North Carolina
 - FORMAT B – Use "E-" or "L-" followed by file number (numeric only)
 - PCRWin – Use "E-" and override the remittance calculation to 100% except in North Carolina
2. Manual reporting – Report the required fields on a CPL register

Required fields for electronic and manual reporting:

- File Number
- CPL Number
 - E- or L- followed by the file number (numeric only)
Example: If the file number is 123456 then the CPL number would be E-123456 or L-123456
 - AIM+ only – select L-6600 and system will auto generate a serial number
- CPL effective date
- CPL fee charged to customer
- Transaction Code is 660
- For North Carolina only, enter Policy liability
- CPL fee paid to Stewart Title Guaranty Company



CPL Fees paid to Stewart Title Guaranty

- Checks issued for CPL fees should include the description “CPL Fee” on the check stub
- Checks combining title premiums and CPL fees – provide allocation of title premiums and CPL fee on the check stub
- Send checks to:
 - STGC – Policy Services
 - 9700 Bissonnet, Suite 1500
 - Mail Code: Policies 187
 - Houston, TX 77036

Contact Policy Services Customer Care Center at pcccc@stewart.com with any questions about reporting CPL's including the specific charges for your state.