



FEMA

W-06016

March 10, 2006

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators,  
National Flood Insurance Program (NFIP) Servicing Agent,  
Vendors

A handwritten signature in black ink that reads "Edward L. Connor".

FROM: Edward L. Connor  
Chief, Risk Insurance Branch

SUBJECT: Requesting LOC Increases via E-mail or Fax

Effective immediately, all requests for LOC increases should be submitted in the manner described below. E-mail is the preferred means.

Your cooperation in implementing these procedures will enable us to process LOC requests effectively and expeditiously.

By E-mail:

Send your request jointly to: Jackie.Taylor@dhs.gov and Julia.Woodfolk@dhs.gov

By Fax:

Anyone sending requests via fax should notify Jackie Taylor at 202-646-2772, and Julia Woodfolk at 202-646-2553, that a fax is en route and the fax number to which the LOC request was sent. They will confirm receipt of the fax with you by telephone.

cc: IBHS, FIPNC, Government Technical Representative

Suggested Routing: Accounting, Claims, Data Processing