

# Insurance Change Process

1. Call your previous insurance provider to give them a notice of what date the new insurance policy coverage will start.
2. Any refund checks received from your previous insurance will need to be signed by all names listed on the check and sent to:

Gateway Mortgage, a division of Gateway First Bank  
ATTN: Escrow  
244 South Gateway Place  
Jenks, OK 74037-3448

3. Advise the new insurance provider that your mortgage company will be sending the payments for your homeowner's insurance premium. Make sure they list Gateway Mortgage on the mortgagee clause as follows:

Gateway Mortgage, a division of Gateway First Bank  
ISAOA/ATIMA  
PO Box 5013  
Troy MI 48007-5013

4. Request that a copy of your declaration page/invoice for your new insurance policy be sent to Gateway Mortgage at:
  - **Online:** [www.expressinsuranceinfo.com/3079034](http://www.expressinsuranceinfo.com/3079034)  
When prompted to enter the numerical code, enter 3079034
  - **Fax:** 248-710-1620
  - **Mail:** PO Box 5013 Troy, MI 48007
5. If you would like to follow up on the status of your insurance change, please allow 5 business days after submitting your new declaration page before calling our office.
6. If you have questions, please call our Insurance Department at 1-888-205-1208, Monday – Friday 8:00 am – 6:00 pm CST

