



## **Small Group Broker of Record (BOR) Change Letter**

### **Instructions:**

Please copy the attached letter and submit on company letterhead. All fields are required, including BIZ ID Number. The letter must be signed physically or electronically by the Business Contact.

### **Submission:**

BOR changes may be submitted at any time during the month. Broker of Record Change Letters should be submitted via email to [brokers@hioscar.com](mailto:brokers@hioscar.com). Incomplete letters will not be accepted. A BOR change may impact the General Agent the policy is affiliated with.

Oscar reserves the right to decline a Broker of Record change for any reason.

## Small Group Broker of Record Change Letter

Member Name

Group ID# (BIZ#)

Date (mm/dd/yyyy)

Oscar Insurance Corporation

295 Lafayette Street, 6th Floor

New York, NY 10012

Hi Oscar!

This is the Broker of Record Change Letter for Group Name. Simply put, I Business Contact Name am changing my Group's Broker of Record. My new Broker's information is as follows:

Broker Name: \_\_\_\_\_

Writing Number: \_\_\_\_\_

Broker Email: \_\_\_\_\_

General Agent: \_\_\_\_\_

I understand this change will take effect the first of the month following Oscar's receipt of this letter. I understand that if my Group previously used a broker, submitting this change will end the relationship with the prior broker. Commissions will be assigned to the new Broker and General Agent effective the first of the month following the change.

**Group Name**

Group name

**Date**

Date (mm/dd/yyyy)

**Email**

Business Contact email

**Signed By,**

Business Contact Signature

By typing your name you are signing this Oscar Broker of Record Change Letter electronically and consenting to changing your Broker. You agree that your electronic signature is the equivalent of your physical signature on this Oscar Broker of Record Change Letter. Note this change may take up to one month to process.