**Sample Broker-Of-Record Letter**

**(Account Company’s Letterhead)**

**(Date)**

Broker Administration

Attn: Doug Hsu

Horizon Blue Cross Blue Shield of New Jersey

3 Penn Plaza East, PP 09Q

Newark, New Jersey 07105-2200

# Group #

Commissions Department:

This will notify you that our company **(Name of Account Company)** has appointed Master Broker,Martin Insurance Group 08493,whose business address is 259 Prospect Plains Rd, Bldg F, Cranbury NJ 08512, through its sub-producer, **(Name of Agent, Broker or Consultant) (Agent, Broker or Consultant NPN Number)** whose business address is **(Street, City, State, Zip Code)** as the Broker-Of-Record for our Horizon Blue Cross Blue Shield of New Jersey coverage, effective **(Date).** I further understand that **(Name of Agent)** is not an employee of Horizon Blue Cross Blue Shield of New Jersey.

Commission, for Horizon Blue Cross Blue Shield of New Jersey coverage, should be paid to our company’s new Broker-Of-Record as on the billing cycle date that is the later of the requested month or the month following the date of receipt of the notification by Horizon. **This designation authorizes the release of this group’s rate renewal to the broker as our legal agent for acceptance of our group’s rate renewal notice. This also authorizes access to the group’s information for purposes of performing producer activities, including enrollment transactions on your behalf as of the effective date on this letter. This will remain in effect until we notify you to the contrary.** We agree that any such notice shall apply prospectively to future contract renewals, and represent that the person signing this letter has the legal authority to make this change.

This group also has Life insurance coverage with *[insert carrier name]*.  The Life group number is \_\_\_\_\_\_\_\_\_. The Carrier will make Broker-Of-Record change requests received for Group Products effective within thirty (30) days of receipt of a completed BOR form. Commissions paid in advance of the Broker-Of-Record change will not be recaptured from the prior agency or agent. No change will be permitted on a retroactive basis.

Sincerely,

(Print Name)

(Sign)

(Title of company official)