



## New Producer Licensing & Appointment Checklist

Please submit appointment documents prior to quoting business to the Broker Commissions & Licensing Department to ensure that commissions payments will not be delayed.

- Agent/Agency Agreement**  
Each producer must sign an Agent/Agency Agreement. If an agent works with an agency that is also seeking an Oxford appointment, a separate agreement must be completed by the individual agent and an authorized representative for the agency.
- Signature Page**  
Individual and business entity producers seeking Oxford appointment must complete, sign and submit the Signature page. Individual information should be entered in Individual Broker Section and Agency information should be entered in Corporate or Partnership Section as applicable. Check that all information on the form is complete, accurate and legible.
- Request for Appointment of Insurance Producer Form (RFA)**  
Individual and business entity producers seeking Oxford appointment must complete and submit the RFA. Individual information should be entered in Section 1 and Agency information should be entered in Section 2. Check that all information on the form is complete, accurate, and legible.
- Compensation Assignment Form**  
External producers seeking to assign commissions to another individual or business entity must complete and submit the Compensation Assignment Form.
- Direct Deposit Authorization/Maintenance Form (mandatory for all payees)**  
Commission payments will be electronically deposited in the bank account of the payee's choice. All new payees must complete and submit the Direct Deposit Authorization/Maintenance Form. Payees must also submit a voided check that matches the information provided on the Direct Deposit Authorization/Maintenance Form.
- License Copies**  
All producers, individuals and agencies, seeking Oxford appointment must provide a current copy of their Accident, Life and Health (or equivalent) license for each state in which they want to sell Oxford products (Connecticut, New York and New Jersey).
- Signatures**  
Verify that all appropriate forms are signed and dated. The following forms require a signature: Signature page, Request for Appointment of Insurance Producer Form (RFA), Compensation Assignment Form, and Direct Deposit/Electronic Funds Transfer Request.

Submit paperwork by mail, fax or e-mail to:

**Mail:** Oxford  
48 Monroe Turnpike  
Trumbull, CT 06611  
**Fax:** 203-459-3296  
**E-mail:** [commissions@uhc.com](mailto:commissions@uhc.com)