



## Broker of Record Letter Guidelines

1. Effective Date
  - a. All effective dates must take effect on the 1<sup>st</sup> of the month. No mid month transfers are allowed.
  - b. The Broker of Record letter **MUST** be received by BCBSRI prior to the effective date. **No retroactivity** will be allowed under any circumstances.
  - c. If an account was considered as new business and was assigned a broker, the original broker is entitled to receive commission for the remaining 12 months or until the group's first renewal.
2. BCBSRI Group Line of Business- This specifies which Line(s) of Business the Broker will be representing the account on. A group may use a different broker for each line of business if they choose to.
3. BCBSRI Broker ID Number- Broker ID Numbers start with an alpha-prefix followed by unique numbers. This number is assigned by BCBSRI.
4. Company Officer Name: Below is a list of the acceptable titles authorized to sign a Broker of Record form. No other titles are acceptable.
  - a. President
  - b. Chief Executive Officer (CEO)
  - c. Vice President
  - d. Chief Operating Officer (COO)
  - e. Treasurer
  - f. Chief Financial Officer
  - g. Owner

This form **will not** be processed if submitted with incomplete information. The change will be processed for the first of the month following the date a **completed** form is received by BC & BS of Rhode Island.