

Broker of Record Form

Group Plans

Email completed form to HFbroker@HF.org

*Submit one form per Group

Group/Policy Information—to be completed by the Group Contact*

Group name	Group #
Group address	Group phone #

Group contact email

I would like to transfer assignment of my policy to this new insurance agent:

Agent name	NPN
Agency Name	BOR Effective Date

Subscriber Authorization

I hereby authorize Health First Health Plans to change the Broker of Record (BOR) on my policy from my current agent to the new agent listed above. I understand the Broker of Record may receive copies of my quoting information, renewal rates and monthly billing information.

Group Contact Signature _____ Date _____

New Agent Acceptance

I accept appointment as Broker of Record for the above named Group and agree to service this Group.

New Agent Signature _____ Date _____

Commercial Groups: For more information, call Customer Service toll-free at 1.855.443.4735 (TTY/TDD relay: 1.800.955.8771) Monday through Friday from 8 a.m. to 6 p.m.

Note: If a completed BOR is received on or before the 10th of the month, the BOR change will take effect on the **first day of the following month after requested effective date**. (For example: If a BOR is received May 10, the BOR will be processed and paid to the new Broker for June 1.)

If a completed BOR is received after the 10th of the month, the BOR change will take effect on the **first day of next month after the requested effective date**. (For example: If a BOR is received May 11, the BOR will be processed and paid to the new Broker for July 1.)

By law, we must remind you that privacy and security is not assured when sending information over unsecured email. Health First Commercial Plans, Inc., is doing business under the name of Health First Health Plans. Health First Health Plans does not discriminate on the basis of race, color, national origin, disability, age, sex, gender identity, sexual orientation or health status in the administration of the plan, including enrollment and benefit determinations.