



WE MAKE WORKERS' COMP WORK

## Agent of Record Letter (AOR) Policy

### General Policy

- The Agent of Record request must be on the member's or potential member's letterhead, naming the producing agent and agency along with the date the AOR is to be effective.
- The letter must be signed by an Owner or Officer of the Company
- The new agency must be a TBG contracted agency with written business.
- TBG's objective is to let the member or potential member decide who they want as an agent.

### Requirements for New and Renewal Business

- The previous agent will be notified and allowed 5 days for a rescinding AOR.
- If the member/potential member contacts TBG directly and states who they want as their agent then an exception can be made to the 5 day requirement.
- If a proper AOR (as stated in the General Policy) is received with an effective date other than the renewal date, that mid-term date will be honored, however no commissions will be paid to the new agent until after the policy is renewed and audited.
- The following information **must be completed and received by TBG within 30 days** of our acceptance of the AOR:
  - Updated ACORD Application
  - Election of Coverage form
  - TBG Supplement form

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