

## **Appointment Process for Individual Business**

- It is important that an Agency Agreement, a Producer Request for Appointment form, proof of E & O coverage, a W-9 form, an electronic fund transfer form, and a current copy of your Tennessee license be returned to us as quickly as possible. By law, BCBST must submit new appointments to the Tennessee Department of Insurance within 30 days of the effective date of your Agency Agreement.
- Agency Agreements can be with individual producers or with agencies. If commissions are payable to an individual, the social security number must be used. If commissions are payable to an agency, the employer identification number is required.
- If acting on behalf of an agency, each producing agent must complete the appointment request form. The Agency Agreement and the Producer Request for Appointment forms must be submitted prior to any new sale.

## **Commissions**

- To receive commissions, an Agent/Agency must be contracted and appointed. Appointment and execution of the agency agreement will occur upon the first sale of a BlueCross BlueShield of Tennessee individual product.
- Payment of commissions will be based on the information reflected on your Agency Addendum.
- Commission checks are mailed by the 10th day of each month based on premium received and posted up to the commission processing date.