

Sample Broker-Of-Record Letter

(Account Company's Letterhead)

(Date)

Commissions Department
Individual and Small Employer Division
Horizon Blue Cross & Blue Shield of New Jersey, Inc.
3 Penn Plaza, PP-10A
Newark, NJ 07105-2200

Group #: _____

Commissions Department:

This will notify you that our company has appointed (Name of agent, Broker or Consultant) through Benefit Solutions, whose business address is 6 High Point Drive, Second Floor, Wayne, NJ 07470, as the Broker-Of-Record for our Horizon Blue Cross and Blue Shield of New Jersey/HMO Blue coverage, effective _____. I further understand that (Name of Agent) is not an employee of Horizon Blue Cross and Blue Shield of New Jersey, or Horizon HMO Blue.

Commissions should be paid to our companies' new Broker-Of-Record as of the effective date stated in this letter. This designation of Broker-Of -Record will remain in effect until we notify you in writing to the contrary. This replaces any previously appointed Broker.

We understand that as of the above effective date, our new broker-of-record will receive commission payment for our account, and previous broker-of-record will cease to receive commission payment on our account.

Further, we agree that any such notice shall apply prospectively to future contract renewals.

Sincerely,

(Name)

(Title of company official)