

Instructions For Resident & Non-Resident Individual/Business Entity Appointments And Cancellations

To better ensure that the appointment/cancellation form includes all of the required information, please see the attached samples. You may use the sample or generate your own form (8 ½ by 11 paper only).

APPOINTMENTS: Each insurer shall notify the Superintendent regarding all agents/business entities that were newly appointed to represent the insurer within 30 days after the date the agency contract is executed or the first insurance application is submitted. Be sure to include:

- Name of individual or business entity
- Ohio License Number (Lic #) or Federal identification number (FEIN)
- Date of appointment
- Type of appointment
- Name, address & Federal identification number of the appointing insurer
- Name & phone number of company representative submitting the appointment listing (signature not required)

Do not send any sort of remittance with the list; your company will be invoiced \$15.00 for each appointment.

TERMINATIONS: Each insurer shall notify the Superintendent regarding all agents/business entities whose appointments were terminated by the insurer within 30 days of the termination. Be sure to include:

- Name of individual or business entity
- Ohio License Number (Lic #) or Federal identification number (FEIN)
- Date of cancellation
- Type of appointment held
- Name, address & Federal identification number of the company
- Name & phone number of company representative submitting the cancellation listing (signature not required)
- Reason for cancellation (Cancelled for Cause-submit supporting documentation)

PLEASE NOTE: According to ORC 3905.21 (C) An insurer shall notify the agent of the appointment termination at the agent's last known address within fifteen days after the insurer notified the superintendent of the termination. If the agent was terminated for cause, the notification to the agent shall be sent certified mail, return receipt requested, postage prepaid, or by overnight delivery using a nationally recognized carrier.

If you need further assistance, please contact the License Division at (614) 644-2665.