

Instructions for Submitting a Large Number of Agency Affiliation Change Requests:

If your agency has 50 or more affiliation change requests to make, the Ohio Department of Insurance request that you submit your request to the Department using the an excel spreadsheet versus the submission of the Notification of Changes for Business Entity CN-65.

Guidelines:

- Agency has 50 or more affiliation change requests to submit to the Department.
- Use separate spreadsheets to request the addition of affiliations and the removal of affiliations.
- Each spreadsheet must include the same type of "Title" (ie: agent, officer, etc.). Use separate spreadsheets for each Title type.

Excel Format to use:

Agency Name:

Agency FEIN:

LAST NAME	FIRST	TITLE	NPN	ADD	DELETE	EFFECTIVE DATE
Smith	John	Agent	123456	X		10/24/2020

The excel spreadsheet must be emailed to the Department to LIC.Corps@insurance.ohio.gov.

In addition to the attached spreadsheets, the email must also include the following information:

- Business Entity Name
- Business Entity FEIN
- Business Entity NPN
- Submitter Name (Submitter must be a member, owner, partner, officer or director of the entity)
- Submitter Title
- Submitter Phone Number
- Attestation statement that *"All of the information submitted with the email and attachments is true and complete and I am aware that submitting false information or omitting pertinent or material information in connection with this email is grounds for license or registration revocation and may subject the business entity and me to civil or criminal penalties."*