



An Independent Licensee of the Blue Cross and Blue Shield Association

## INDIVIDUAL BROKER-OF-RECORD CHANGE FORM

By completing this form you are authorizing Blue Cross Blue Shield of Arizona (BCBSAZ) to change your Broker-of-Record currently listed on your BCBSAZ Individual Health care contract. Please read the policies and procedures on the back of this form, then complete the information requested, sign, date, and return to the address listed below.

I designate [Broker Name] Michael Higgins [Broker #] 01437

as my Broker of record for my BCBSAZ Individual contract.

**BCBSAZ Contract Holder:** \_\_\_\_\_

**Contract Holder Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contract Holder Date of Birth:** \_\_\_\_\_

**BCBSAZ Identification Number:** \_\_\_\_\_

**Daytime Phone #:** \_\_\_\_\_

**Contract Holder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail or Fax your completed form to your New Broker of Record**

## **Broker-of –Record Policy and Procedures**

Blue Cross Blue Shield of Arizona (BCBSAZ) will recognize authorized Broker-of-Record changes as follows:

- Existing BCBSAZ Under-65 Individual or Medicare Supplement customers with a contract that is assigned to a particular Broker may re-assign a new Broker-of-Record by completing the Broker-of-Record change form. The change will become effective on the next billing date.
- Existing BCBSAZ Under-65 Individual or Medicare Supplement customers that have a contract without an assigned broker may assign a broker to their contract as stipulated by the Individual Product Broker Agreement. Complete the Broker-of-Record change form to request the assignment of a particular broker. If approved by BCBSAZ, the change will become effective on the next billing date.
- The new Broker must be currently contracted as an authorized Broker for Individual products with BCBSAZ and must have a valid license with the Arizona Department of Insurance.