

For brokers and producers only

Date: October 31, 2019

Market: **51+ Fully insured business**

## Completion Required: Producer Service Fee Collection Agreement

As a reminder, brokers are **required** to complete and submit a [Producer Service Fee \(PSF\) Collection Agreement](#) for the following:

- Broker of record transfers for 51+ fully insured renewals
- Block transfers for each 51+ fully insured group being transferred
- Changes in the PSF percentage at renewal

To date, we have found many forms are missing, partially complete or incorrect, which can delay producer service fee payout.

Please be aware that correct completion of a PSF Collection Agreement form is critical to our business operations. We are reinforcing this policy to ensure your understanding. We will send reminder communications on a regular basis, and brokers who are non-compliant will be contacted directly.

The [How to Complete the PSF Collection Agreement guide](#) will help you fill out the form correctly. [The form](#) itself has also been updated and is accessible in the [Agreements](#) section of the [broker portal](#). Thank you in advance for your cooperation.

*Please note: This form is not required for dental, vision or small group (2-50) sales.*

### For more information

Please contact your broker sales representative for any additional questions.