

Agent of Record Designation Form



The purpose of the Agent Designation Form is to provide notice to a participating insurance company of a MNSure member's/employer's interest in designating an agent as that applicant's "agent of record". It is understood that under this designation:

1. The Agent identified must have a license in good standing with the State of Minnesota, and has completed all requirements to be a certified agent with MNSure.
2. The Agent has an active appointment with the insurance company that issued the insured's policy.
3. The appointed Agent will be authorized on the date of signature below, to carrier information about the insured and the policy.

The Agent of Record and applicant/insured must complete and sign this form. The Agent is to forward a copy to MNSure at the address listed below. For policy effective dates from 1/1/14 through 4/1/14 all designations are effective as of the Member/Applicant's original application date.

Agent Name (Print) _____

Agent Agency _____ National Producer # _____

Address _____ City _____ St _____ Zip _____

Agent: Phone # _____ Email _____

Carrier Name: _____

Applicant Name (Print) _____ **DOB** _____

Applicant Signature _____ **Date** _____

SHOP Related Applications Only	Effective Date:
Employer Group Name:	Group Policy #

I attest that I am certified with MNSure and therefore authorized to sell on the Exchange.

Agent Signature _____ Date _____

NOTE TO AGENTS: This form has been approved by Carriers offering qualified health plans through MNSure. MNSure related Agent of Record Designations must be submitted on this form. Carriers have approved the use of this form for the purpose of identifying Agent of Record Designations for MNSure enrollees only. This form does not affect an Agent's Carrier/Broker agreement or terms thereof, nor does it replace any Carrier form for non-MNSure related clients, or terms of compensation.

Please forward completed form to: MNSure Broker Team
81 East 7th Street, Suite 300
St. Paul, MN 55101-2211



Instructions for filling out the MNSure Universal Agent of Record Form

The purpose of this form is to capture the Agent of Record (AOR) in instances where the MNSure enrollment website has not recorded or correctly generated the necessary information to establish Agent of Record for **QHP policy enrollments only**. MNSure will accept AOR forms for effective dates of January 1, 2014 through April 1, 2014 up to June 30, 2014.

Agent Designation Form Deadlines:

After June 30, applications with a post 5/1/14 effective date where the MNSure enrollment website has not recorded or correctly generated the necessary information to establish Agent of Record, we will accept AOR forms for until further notice until the end of the month of the application submission.

For example, a client enrolls on 5/5/14 for a 6/1 effective date. You can submit an AOR form until 5/31/13. It will be up to the Carrier to determine if they will honor the agent of record after that date based on existing business processes.

How to use this form

1. Agent/Broker will reconcile received commission payments with their client tracking system prior to submitting an AOR form to MNSure.
2. Agent/Broker will access the form on MNSure's [Broker Resource Page](https://www.mnsure.org/assisters/broker-resources.jsp) (<https://www.mnsure.org/assisters/broker-resources.jsp>). The form is fillable and printable.
3. Download and save the form (PDF) file to your computer first, then fill it out, then re-save the file so the information you enter is saved.
4. Fill out the form in its entirety prior to submission. Incomplete forms will be sent back to the agent/broker and will delay the process.
5. Agent/Broker will forward form to member/applicant or employer for completion of the Applicant or SHOP only section of the form.
6. Agent/Broker will return form to MNSure at:
MNSure Broker Team,
81 East 7th St , Suite 300,
St. Paul, MN 55101-2211
7. MNSure will confirm receipt of form to both the broker and consumer whether it is accepted and processed or rejected.

Please note: Forms sent to the Carriers will not be processed. No exceptions. MNSure is not responsible for lost, delayed, or missing information sent to us. To ensure documents are received in time for processing please send with plenty of time to arrive at our office.