

# Broker Release Request

## Guidelines:

- Both the Principal of the Agency and Sub-Producer of the Agency must sign and date this Broker Release Request.
- Any commissions and membership that the Sub-Producer earned while under the contracted Agency & Principal noted on this Broker Release Request will not get transferred to Sub-Producers new requested contracting entity. All commissions and membership earned by the Sub-Producer listed on this Broker Release Request while contracted under Agency and Principal listed on this Broker Release Request will remain. No exceptions will be granted.
- Once the acting Agency's Principal and Sub-Producer sign this Broker Release Request, Ambetter will terminate the Sub-Producer's existing contract. The Sub-Producer will then need to fill out a new contract to contract under a new Agency after the Sub-Producer is approved to contract under another entity from a Sales Representative.
- Once Ambetter receives this Broker Release Request and any requested information, termination under the existing contract may take up to 15 business days.
- Broker Release Requests will not be processed during the Blackout Period of September 1<sup>st</sup> – April 15<sup>th</sup>.
- Ambetter reserves the right to deny this Broker Release Request. Ambetter does not under any circumstance transfer membership or commissions.
- All signatures and signature dates must be signed within 30 calendar days of receipt of the form and no earlier than April 15<sup>th</sup>.

## SECTION A – Broker Release Request & Signatures

### Agency & Principal

Agency Name (Print):	Principal Name (Print):	Principal NPN:
Principal Signature:		Signature Date:

### Sub-Producer

Printed Name:	Sub-Producer NPN:
Sub-Producer Signature:	Signature Date:

## SECTION B – Producer and Sub-Producer Attestation: *Signature by both parties required*

By signing this Broker Release Request, I attest the following:

- All information contained on this Broker Release Request is true and accurate.
- Both parties are properly licensed, contracted and appointed at the time of this request in respective states
- Ambetter is dissolved from any disputes that occur between parties
  - Ambetter reserves the right for any reason to deny a Broker Release Request.
  - Ambetter does not intervene and should not be asked to be involved in Principal and Sub-Producer discussions, issues, disagreements, or decisions.
  - All commissions earned to contracting Agency and Principal noted on this Broker Release Request will remain with that Agency. Commissions and membership will not move with the Sub-Producer to the Sub-Producers subsequent contracting agreements.

Producer Signature:	Signature Date:
Sub-Producer Signature:	Signature Date:

**PLEASE SUBMIT REQUEST TO:**

[Ambetterbrokers@centene.com](mailto:Ambetterbrokers@centene.com)