



National Marketing Group

— Your Insurance Marketplace

If an agent wants to transfer agencies and has written *no* business in the last six months with his/her current agency:

- A letter requesting transfer would suffice.
- All business written prior to the transfer would remain as it is (hierarchy on existing cases do not change) and would not transfer from the agency
- If the agent was receiving commission on those cases, he would continue to receive that commission. (If the commission was assigned – there is a little more work involved.)

If the agent requesting the transfer *has* written business in the last six months with his/her original agency:

- A letter requesting transfer from the agent would still be required
- A letter from the current agency releasing the agent would also be required
- Commissions would follow as outlined above and hierarchy on existing cases prior to the change would remain.

If you have questions, please contact **Holly** in our
Underwriting and Contracting Department.
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