



Broker of Record or Agent of Record (BOR / AOR) Letter Checklist:

- We will not accept a BOR/AOR from any wholesale broker.
- We will not accept a BOR / AOR from a retail agency that is not currently appointed with Midwestern.
- An agency must be appointed with Midwestern for over 1 year in order for us to accept a BOR/AOR on a Midwestern in-force account (this would be at renewal).
- The BOR/AOR must be on the Company Letterhead and be signed by an owner or officer of the company to be accepted
- The BOR / AOR must be accompanied with a full submission to be accepted (a full submissions is defined as a submission Midwestern would otherwise accept to clear a submission for an agency)
- Midwestern will give five (5) days to the Midwestern incumbent agent to receive a countermanding letter.
- Countermanding letter must be on the company letterhead and signed by an owner or officer of the company to be accepted.
- Midwestern will only waive this waiting period if the current agent agrees to waive the waiting period in an e-mail to Midwestern
- Only allow one BOR / AOR process per account per quoting period
- Midwestern will allow BOR/AOR on accounts with moving effective dates or new ventures (but Midwestern will accept a bind order during the BOR/AOR time from current agent)
- Midwestern will ask for a BOR / AOR on accounts with moving effective date or new ventures if the account has been closed less than 60 days
- BOR / AOR will not be accepted on in-force accounts where the current retail agent has over \$4,000,000 in inforce premium with Midwestern Insurance Alliance unless approved by that agent.
- Disputes or exceptions will be arbitrated by the SVP of Marketing, or the President

Broker of Service or Agent of Service (BOS/AOS) Letter Checklist:

- BOS / AOS – defined as a Midwestern current account that a new agent is trying to take over and service the account for the rest of the current policy period.
- BOS / AOS situations can only occur with the approval by the President, SVP of Marketing or Underwriting Manager

- The new agent in these situations will not receive any commission for the current policy period
- We will not cancel and rewrite a policy mid term with a Broker of Record letter
- The new agent in these situations will not receive any Warning / Cancellation notices or any correspondence automatically generated or mailed from the computer. Everything will continue to go to the agency that wrote the current policy with us.
- BOS / AOS will not be accepted on in-force accounts where the current retail agent has over \$4,000,000 in inforce premium with Midwestern Insurance Alliance