

# Small group broker of record change request

Use this form to request a change to your broker of record on file for **off-exchange business only**. Complete all fields and submit this form to the contact listed below:

Email: [producerservices@blueshieldca.com](mailto:producerservices@blueshieldca.com)

Group name:	Group ID#:
Broker/agency name:	
Broker SSN/Agency Tax ID#:	Effective date will be the date of BSC receipt:*

By signing below, I acknowledge that I am appointing the above-referenced broker as my organization's insurance representative with respect to coverage provided by Blue Shield. The above-referenced broker is authorized to act on my behalf.

This designation will remain in effect until Blue Shield is notified otherwise in writing with this form.

Name of group administrator/authorized group contact	Signature of group administrator/authorized group contact
Signature of accepting broker	Date

\* Broker of record change requests will be processed effective the date of BSC receipt. Processing can take up to 30 days upon submission.