



Transfer/Release Guidelines

1. The broker/agency must obtain a Letter of Transfer from his/her existing immediate upline and his/her current Distribution Partner (DP) or Health Plan (HP).
2. The Letter of Transfer must contain signatures and dates of immediate upline and current DP/HP. The broker is responsible for obtaining required release signatures.
3. The broker/agency must transfer and remain at the same contract level within the hierarchy for a minimum of six (6) months.
4. Licensed Only Agents (LOA) may transfer to a maximum contract level agent level 4, and must remain at the same/new level within the same hierarchy for a minimum of six (6) months.
5. New contract paperwork will be attached to the Transfer/Release Form and submitted to the DP/HP.
6. The DP/HP will submit completed forms to the Broker Services Department (BSD).
7. The change will be effective with the next commission cycle following the date the change was processed.
8. Downline brokers/agencies requesting a release must be approved by the immediate upline and DP/HP.
 - a. Approval will be in the form of a mark (x) in the appropriate box on the Transfer/Release Form.
9. A Transfer/Release Form is not required for every broker in the downline.
 - a. A new contract is not needed for each downline agent. The BSD needs a new Hierarchy Transmittal form showing the new hierarchy.
10. If the BSD receives a request for an agent that has a negative balance:
 - a. The BSD will send a "Contingent Hierarchy - Transfer Approval" letter to the new DP/HP and the agent. This letter will specify the dollar amount of the negative balance.
 - i. A "Contingent Hierarchy – Transfer Sign Off" letter will be attached to the copy that is sent to the DP/HP.
 - b. The new upline will have 21 days to submit sign off to the BSD. This sign off will state that the DP/HP agrees to accept the agent into their hierarchy and will take responsibility for the negative balance the agent owes Coventry.
 - i. If sign off is received, then the request will be processed.
 - ii. If the sign off is not received within 21 days, then the request will be denied.

12 Months with No Production

- ✓ After the first twelve (12) months of Contract Effective Date with NO Production
 - Ø If requesting agent and/or his/her downline had NO production within the past twelve (12) months of request for transfer/release, a Transfer/Release form is not required.
 - Ø Agent must submit a complete contract
 - § If Electronic contract, agent must complete required forms in NoMoreForms using new DP/HP package code
 - § If paper contract, information must be submitted through new DP/HP

12 Months With Production

