

BCN Agent Fee Payment Process

To be enrolled in the Agent Fee payment process will require the following:

1. The Agent Fee process will begin with the Group's renewal or upon introduction of new business or at any time an existing group wishes to initiate the process after their renewal date.
2. Group and Agent must submit a signed Agent Fee Agreement to BCBSM/BCN Agent Administration office at least 30 days prior to the effective date. Any Agent of Record change requests will be processed with the new agent effective for commissions on the first day of the following month the request was received. The agreement can be submitted to BCNAgentFeeAgreements@bcbsm.com.
3. The Agent Fee Agreement must be signed by a duly authorized individual at the Group and the agent of record.
4. BCBSM/BCN will process all Agent Fee payments on a pass-through basis. The payment for the Agent Fee will be the initial allocation of funds from any payment received. All remaining monies will be applied to the BCN billing. Normal Delinquency processes will remain in force.
5. Agent Fee payments are contingent on the Groups monthly premium payments to BCBSM/BCN.
6. Group may change the Agent of Record and/or Agent Fee by giving BCN a new, fully executed Agent Fee Agreement in which the new Agent of Record and/or Agent Fee will be payable effective the first day the following month. Changes can be submitted to BCNAgentFeeAgreements@bcbsm.com.