

Pennie Broker and Book of Business Transfer Request Form

Before submitting this form, carefully read the following important information.

When to use this form:

- Transfer a current Pennie-certified Broker to a different Pennie Agency (*i.e.*, a different company).
- Transfer active customers from one Pennie Agency to another Pennie Agency (this may occur at the same time as a Broker is being transferred to a different Pennie Agency).

When not to use this form:

- Adding new Brokers to an existing Pennie Agency (this can be processed by Agency Manager).
- Removing a Broker from an existing Pennie Agency (this must be processed by Broker Customer Service).
- Changing a current Broker into an Agency Manager role (this must be processed by Broker Customer Service).
- Changing an active customer designation from one Broker to another Broker within the same Agency (this can be processed by Agency Manager).
- Accepting a new customer designation request.
- Terminating a customer designation.
- Creating a new Agency on Pennie.
- Change to your insurer contracts, appointments, or method of payment of commissions. Whether you work directly with the insurer, or with other organizations like General Agencies (GAs), these changes should be processed directly with your insurer and are outside of the scope of your Pennie Agency portal.

Definitions:

| Term | Definition |
|-----------------------|---|
| Current Pennie Agency | The Agency to which the Broker is currently assigned |
| New Pennie Agency | The Agency to which the Broker and/or customers will be transferring |
| Broker | Pennie-certified Broker |
| Agency Manager | A special role for some Brokers within an Agency that allows them to create new Brokers within their Agency and move customers to other Brokers within their Agency |

If the Broker being transferred is an Agency Manager: The Current Pennie Agency must have one or more Agency Manager users other than the Broker that is being transferred. If the Broker that is being transferred is the only Agency Manager on the Current Pennie Agency, the Broker must give the Agency Manager role to one of the other Brokers within the Current Pennie Agency. This action must occur prior to submitting this form.

If there will be zero Brokers left in the Current Pennie Agency, Pennie will decertify the Current Pennie Agency upon completion of this request.

If the Broker being transferred with current designated Pennie customers is starting a new independent Agency: A New Pennie Agency account must be created prior to submitting this form. Follow these instructions to [create a New Pennie Agency](#).

Signoffs: This form requires signoff of the Current Pennie Agency, the New Pennie Agency, and the Broker being transferred.

How to return this form: send via email to Brokers@pennie.com. Please allow 3-5 business days for completion of this request and receipt of email confirmation.

For additional questions, please refer to the FAQs at agency.pennie.com/Brokers, email Brokers@pennie.com, or call the Broker Support Line at **844-844-8040**.

Check the appropriate boxes (select both if applicable):

Check if transferring Broker to a New Pennie Agency

Check if transferring Customers to New Pennie Agency

Section 1: Broker Information (required):

First Name: _____

Contact Email: _____

Last Name: _____

Contact Telephone: _____

License No. _____

NPN: _____

By signing, you are requesting transfer from the Current Pennie Agency to the New Penny Agency. Additionally, you are attesting under penalty of perjury, as governed by 42 Pa.C.S. §§ 6201-6208 (relating to unsworn declarations), that you are in compliance with all federal and state laws and regulations applicable to this action.

Broker Signature: X _____

Section 2: Current Pennie Agency (required):

Note: this section to be completed by an authorized representative of the Broker's Current Pennie Agency.

Agency Name: _____

Agency FEIN: _____

Agency Contact: _____

Contact Telephone: _____

Contact Email: _____

By signing, your Agency APPROVES the transfer of this Broker and/or all of their current designated Pennie customers from your Agency to the new Agency. Additionally, you are attesting under penalty of perjury, as governed by 42 Pa C S §§ 6201-6208 (relating to unsworn declarations), that you are in compliance with all federal and state laws and regulations applicable to this action.

Authorized Representative's Signature: X _____

Section 3: New Pennie Agency (required):

Note: this section to be completed by an authorized representative of the Broker's New Pennie Agency.

Agency Name: _____

Agency FEIN: _____

Agency Contact: _____

Contact Telephone: _____

Contact Email: _____

By signing, your Agency APPROVES the transfer of this Broker and/or all of their current designated Pennie customers from the Current Pennie Agency to your New Pennie Agency. Additionally, you are attesting under penalty of perjury, as governed by 42 Pa.C.S. §§ 6201-6208 (relating to unsworn declarations), that you are in compliance with all federal and state laws and regulations applicable to this action.

Authorized Representative's Signature: X _____

Internal Use Only

Processed by:

Date: