

Document Submission Guide

Broker Service Fee Agreement/Notice of Service Fee Changes

	Scenario	What to submit	Where to submit	Effective date of change
New Sales	New Group	Broker Service Fee Agreement	BCBSRI Account Executive	First of the month following submission of BSA form or requested effective date, whichever is later.
Renewal and Off-Renewal Changes	No Fee change/No Broker (BOR) change	N/A	N/A	Upon Renewal Month
	BSA Cancellation	Notice of Service Fee Change Form	BCBSRI Account Executive	First of the month following submission of Notice of Service Fee Change Form or requested cancellation date, whichever is later.
	Service Fee Amount Change Only	Notice of Service Fee Change Form	BCBSRI Account Executive	First of the month following submission of Notice of Service Fee Change Form or requested effective date, whichever is later.
	BOR Change Only	Broker Service Fee Agreement	BCBSRI Account Executive	First of the month following submission of BSA or requested effective date, whichever is later.
	Service Fee & BOR change	Broker Service Fee Agreement	BCBSRI Account Executive	First of the month following submission of BSA or requested effective date, whichever is later.