**HISCOX--Smart Choice BOR Process**

**Broker of Record Change Process**

**June 1, 2018**

**To Smart Choice Agents:**

Agents who have written business with HISCOX through another broker may use this Broker of Record Change Process and Form Template to move HISCOX policies into a specified HISCOX-Smart Choice account.

**Most HISCOX programs via brokers only pay 10%; HISCOX--Smart Choice pays 15% directly to the agent with no split.**

**HISCOX Broker of Record Change Process**

1. **Obtain a signed BOR Form using the Insured’s company letterhead. (Please use and edit the attached HISCOX--Smart Choice BOR Form Template.)**
2. **Submit the signed BOR Form to:** [**partnercontact@hiscox.com**](mailto:partnercontact@hiscox.com)
3. **PLEASE MAKE SURE to include in the body of the email that the attachment is a Broker of Record Change request from:**
   1. **Smart Choice Agency Name**
   2. **Smart Choice 3 Digit Code**

**NOTE: Hiscox will not BOR E&S accounts. Hiscox will reject all E&S BOR request. Please review the** [**HISCOX--Smart Choice Appetite Guide**](https://www.hiscox.com/partner-agent/smartchoice/appetite-guide) **located on the HISCOX--Smart Choice website to confirm that the account is eligible for a BOR change.**

ON INSURED'S OFFICIAL LETTERHEAD

With Their NAME, ADDRESS, & PHONE

Date of Letter MM/DD/YYYY

To: HISCOX

1313 Executive Boulevard  
 Chesapeake, VA 23320

Re: Broker of Record Change for Name of Insured

To Whom It May Concern:

We ask that you recognize AGENCY NAME and 3 DIGIT SMART CHOICE CODE as the Broker of Record on the following policies:

Policy Number Renewal Date

The change is to be effective upon the renewal date of the policy/policies listed above.

This appointment rescinds all previous appointments, and the authority contained herein shall remain in force until canceled in writing.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

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Name & Title (print)