

Broker of Record Requirements

(Last updated on: April 17, 2023)

- A. To become the Broker of Record (BOR) on any State Fund policy or prospective risk, a Broker must have a valid and active State Fund Access Number.
- B. A Broker of Record letter is required from the Policyholder designating a specific Broker as the “Broker of Record” for their business. “Policyholder” means employers with a current or previous State Fund policy, and prospective employers seeking a quote from State Fund through a broker or a direct quote from State Fund. The ACORD Broker of Record Change form (ACORD form number 36) may be used to designate a specific Broker as the “Broker of Record” in lieu of a Broker of Record letter. A Broker of Record letter and ACORD 36 may be used interchangeably.
- C. In the event State Fund receives a new business submission for which a submission was previously submitted on the same risk, a Broker of Record letter must be uploaded to the new business submission and the legal attestation selected in BindNow, our online submission portal.

By selecting the legal attestation, you are authenticating that the document being uploaded is a valid Broker of Record signed by the employer.

A Broker of Record letter on a new business submission will be accepted up until 11:59 pm prior to the submission’s Effective Date.

- D. The effective date of the Broker of Record letter is established using the date State Fund receives the Broker of Record letter.
- E. A Broker may submit a valid Broker of Record letter on any of their own submissions or renewal business currently owned by another broker, or on any direct State Fund policy. In a situation involving a brokered submission or policy, State Fund will notify the current broker of our receipt of a new Broker of Record letter and will allow 5 business days from the date of notification for the current broker to submit a rescission letter. If a rescission letter is not received by State Fund from the incumbent broker within 5 business days, the new Broker shall be the State Fund recognized Broker of Record.
- F. The 5-day rescission period expires at 11:00 pm on the Rescission Expiration Date and will be considered received up until that time. If not received by then, your submission or request will be closed.

Except as otherwise provided in the Submission and Quote Requirements, for a Broker of Record letter to be considered received by State Fund on an active policy, a valid Broker of Record letter must be sent directly by the Broker to our email at bordesk@scif.com or faxed to (888) 302-3538.

A Broker of Record letter on an active policy already insured with State Fund will be accepted up until 11:59 pm prior to the Renewal Effective Date of the State Fund policy.

State Fund's Submission and Quote Requirements may be reviewed at the following link:
<https://statefundonline.scif.com/communications/broker/SubmissionAndQuoteRequirements.pdf>

- G. For mid-year Broker of Record changes, any commission due and payable, or reimbursement of commissions due State Fund, remains between State Fund and the Broker of Record at inception or renewal of policy. A mid-year valid Broker of Record letter is defined as a valid Broker of Record letter received between the inception and renewal date of the policy term.
- H. State Fund may reject any Broker of Record letter that does not fully comply with all the requirements stated in these Broker of Record Requirements, or at State Fund's sole discretion when State Fund is concerned that the Broker of Record letter may have been in any way altered following its execution by the Policyholder.
- I. State Fund guidelines provide that the broker named in the first submission entered into State Fund's underwriting system is to be recognized as the Broker of Record. When a submission is entered via State Fund's online submission tool, it is routed directly and uploaded into State Fund's underwriting system. State Fund requires the use of our online submission tool, unless otherwise indicated by State Fund.
- J. State Fund reserves the right to, and may in its sole discretion, contact any Policyholder to ascertain definitive Broker of Record designation.
- K. If State Fund receives communication from the Policyholder to conduct business directly with State Fund on their policy that has Broker representation, State Fund will honor the Policyholder's request. A communication will be sent to the Policyholder with a copy to the current Broker of Record confirming the Policyholder's request to change the policy to direct business. There is no 5-day rescission period on this request, however, the Broker may send in a new valid Broker of Record letter with the Policyholder's consent, at any time to covert the policy back to a brokered policy.
- L. If a Policyholder receives a direct quote and binds such quote through State Fund's online system, it will take precedence over any Broker submission that is currently being worked on by the underwriter. The Broker will receive a letter indicating that the Policyholder has received and bound a direct policy and the Broker submission will be closed.
- M. If a Policyholder receives a direct quote and binds through State Fund's online system and they currently have an active policy with State Fund through a broker, State Fund will contact the Policyholder to determine how they would like to proceed.
- N. State Fund may change the Broker of Record Requirements at any time at its sole discretion.