

Updated Agent of Record Transfer Forms

February 04, 2019

Citizens has updated the Personal Lines and Commercial Lines *Agent of Record Transfer Forms* to provide information about commissions for transferred policies. The following statement has been included on both forms:

... commissions are paid to the agency that is assigned to the policy on the renewal date. Commissions will not be prorated for policies that are transferred midterm. Premium-bearing changes processed after the transfer will result in positive or negative commissions for the new agency.

Agents should begin using the updated forms immediately. Citizens will stop accepting the old forms beginning June 1, 2019.

The updated [forms](#) are available on the *Agents* site by selecting **myAgency** → **Agency Forms** → **Transfer**.

Resources

For more information, log in to the *Agents* site, and from the website's top menu, select **Search** → **Search Frequently Asked Questions** (FAQs). Enter *agent of record transfer* into the search field.

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