

Frequently Asked Questions



Q1. What is this appointment renewal fee?

A1. Insurance regulators in many states assess all insurance carriers an appointment renewal fee annually on all active licensed and appointed producers, regardless of the agent/agency's appointment effective date with Anthem.

Q2. How is the appointment renewal fee calculated?

A2. The appointment renewal fee varies by state. The designated renewal fee in each state is multiplied by the number of required appointing companies or lines of authority (depending on the state) the agent has with Anthem.

Q3. What are the vendor payment processing fees I am being charged?

A3. If you choose to pay this fee electronically, these are transaction fees related to the vendor electronic payment processing and are included in the renewal fees due to Anthem.

Method of Payment	Transaction Fees
Credit Card – Visa, Master Card, Discover	2.75%
Credit Card – American Express	3.2%
ACH – Bank Account (checking or savings)	\$0.50

Q4. What if I do not want to pay the appointment renewal fee?

A4. If you choose not to pay the appointment renewal fee following a request from Anthem, we will terminate your appointment with us and your agent/agency contract without cause. This termination will apply to all lines of business/authority for which you are currently appointed with Anthem, including Senior and Exchange. Renewal commissions will be paid in accordance with each State's department of insurance regulations and your Broker/Producer/Agent agreement.

Q5. If I am the principal of an agency, do I owe a fee for myself and the agency?

A5. If you are the principal of an agency, and you received a communication addressed to yourself and another addressed to your agency, then a fee is owed for both your own appointment and the agency's appointment. Each agent and/or agency required to pay will receive a separate communication with unique invoice numbers.

Q6. Can you take this from my commission check?

A6. Unfortunately, our system is not set up to deduct appointment renewal fees from commissions.

Q7. When paying through NoMoreForms what is my Client Package Code?

A7. The Client Package Code should automatically populate when you click on the NoMoreForms link. Client Package Code is found in the link per the following example: www.ainsight.com/anthem/clientpackagecode.html. Note: The Client Package Code field in NoMoreForms may not display the entire code. You will need to click in the field to see the entire code.

Q8. Can I pay my State Appointment Renewal Fee by check?

A8. Yes, please make the check or money order payable to "Anthem Blue Cross and Blue Shield." In the memo field of your check, please include your invoice number. Please note that if a check is sent, the transaction fees outline in **A3** do not apply. Please mail to:

Anthem Blue Cross and Blue Shield
ATTN: State Appt Renewal Fee
PO Box 6087
Indianapolis, IN 46206- 6087

Q9. What if I already mailed a check for payment, but then received an additional notification stating my State Appointment Renewal Fee is still due?

A9. Checks mailed to Anthem may take several days to arrive, and the additional notification may have been sent before your check was received and processed. For immediate verification of payment, we recommend submitting payments electronically through the link provided.

Q10. Can my agency pay this appointment renewal fee for me?

A10. Yes, but to ensure proper credit, the agency check should include your name and invoice number in the memo field of the check.

Q11. Can the agency pay on behalf of multiple agents?

A11. Yes, but to ensure proper crediting to each individual agent, include a list that identifies each agent by name and includes each agent's invoice number. Please note, this can only be done by submitting a check to the address provided in **A8**.

Q12. Can I terminate my appointment now and stop receiving renewal fee communications?

A12. Unfortunately, unless the fee is paid. Communications will be sent. All unpaid fees will result in appointment terminations after the renewal fee process has been completed.