



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 to not 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. A separate communication with a unique reference number will be sent to each agent or agency required to pay the appointment renewal fee. Place the agency name, in the last name field and your agency's tax ID number in the SSN field.

Q6. Can you take this from my commission check?

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

Q7. How do I submit my payment for the State Appointment Renewal Fee?

A7. Please use the NoMoreForms link provided in the communication you received from Anthem.

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 reference 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

Note: Checks mailed to addresses other than the PO Box listed above may cause delays in crediting payment, and possible appointment termination if checks are not received by the Broker Licensing & Credentialing department by the payment deadline.

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. You will receive a separate email notification once your check has been 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 crediting, the check from the agency should include your name and your reference 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 reference number. Please note, this can only be done by submitting a check to the address provided in **A8**.

Q12. How do I terminate my appointment?

A12. You may voluntarily terminate your appointment by accessing the *NoMoreForms* via the link provided in the communication you received from Anthem and clicking the respective box. You may also send an email request for termination to the following email address, Anthem.Brokers@Anthem.com with the Subject Line "Virginia Termination Request." A request including your name, Virginia license number and request for termination needs to be received in writing prior to 6/10/2022.