Instructions for submitting Broker of Record (BOR) changes to Oscar

**Submission Instructions:**
Please submit the Broker of Record (BOR) Change Letter via email to brokers@hioscar.com. All fields are required, including OSC Number. The letter must be signed physically or electronically by the policyholder or Responsible Party. A BOR change may impact the General Agent the policy is affiliated with.

**On-Exchange in New York:**
Oscar does not have the ability to change the Broker of Record (BOR) information received from the New York State of Health (NYSOH). Any BOR changes must be made by the member directly with NYSOH on their website or by phone.

**On-Exchange in Arizona, Florida, Michigan, Texas, New Jersey, Ohio, Tennessee, California and Off-Exchange in all States:** Oscar has created a standard Broker of Record Change Letter to help streamline the process of BOR changes. Please complete and submit the Broker of Record Change Letter via email to brokers@hioscar.com.

**Submission Deadline:**
You have 60 days before and after a policy's effective date to request a BOR change. Example: For a policy effective January 1st all Broker of Record changes must be submitted by March 2nd.

Oscar reserves the right to decline a Broker of Record change for any reason.
Hi Oscar!

This letter is my “Oscar Broker of Record Change Letter”. Simply put, I am changing my Broker to (Broker Name). My Broker can be reached via email at Broker Email.

I understand this change will take effect the first of the month following Oscar’s receipt of this letter. I understand that if I previously used a broker, submitting this change will end the relationship with the prior broker.

Name

Date

Email Address

Signed By,

By typing your name you are signing this Oscar Broker of Record Change Letter electronically and consenting to changing your Broker. You agree that your electronic signature is the equivalent of your physical signature on this Oscar Broker of Record Change Letter. Note this change may take up to one month to process.