

ACQUISITIONS GUIDE

MERGING TWO NBS AGENCIES

The NBS Acquisitions team is responsible for the transfer of business from a terminated primary agent in our system, and in carrier systems in cases of sub-direct appointments. We collect the necessary materials and information from both the terminating agent and recipient agent to process the transfer.

MERGER PROCESS

1. 15 to 30 days prior to the merger, we send the terminating primary agent an email with an Assignment of Brokerage letter that requires their signature and the receiving agent's signature.
 - If there is Personal Lines Network ("Network") business, a servicing agreement will be included in the Nationwide PASA agreement with a servicing purchase price for the Network book.
 - Network business is owned by Nationwide and follows the Nationwide book.
2. Once all signatures are received, we contact the receiving primary agent to ask questions regarding tracking and staff. Based on the answers to these questions, we will send the terminating agent any required documentation.
3. Once required documentation is received, we will contact NBS carriers, including Nationwide Flood/Assurant.
 - If the acquired office is staying open, or if you have opted to track business separately, the acquired agent's codes will likely remain open and we will update the acquired carrier codes with the new primary agent's information. New codes will not be created in these cases.
4. 30 days after the termination date, commissions will be released with any commission owed prior to the termination date paid to the terminating primary, and any commissions after the termination date payment will be paid in the new primary agent's regularly scheduled commission.

Any delayed response to documentation requests may delay the transfer process, including the payout of pending commissions. Please see the below FAQ section for more information.

FREQUENTLY ASKED QUESTIONS

This FAQ does not apply to business written through the Personal Lines Network (“Network”). The term “business “ below refers to non-Network business, unless otherwise noted. Network business is owned by Nationwide and is highlighted in blue on the active policy report. The transfer of Network business will be handled in a separate process. Contact NBS with any questions regarding the transfer of Network business.

Is the cancelling agent required to transfer NBS business to another Nationwide Agent?

No. For specific information, review options stated in the Operating Agreement Termination letter.

Can a cancelled agent continue to broker business with NBS as an Independent Agent?

No. Once the Nationwide contract is terminated the agent can no longer broker with NBS. If the cancelling agent is going to be a non-Nationwide Independent Agent they can transfer their non-Network business outside NBS to another broker.

Can the cancelling agent transfer business to multiple agents?

Yes, please contact NBS for additional information and requirements regarding this process.

Can the cancelling agent transfer business to an associate agent?

No, NBS will not transfer to an associate agent unless otherwise directed by Nationwide.

What requirements does an exclusive agent who is receiving the transferred business need to meet?

The agent receiving the transferred business must have an in-force Operating Agreement with NBS as well as appropriate in-force Letters of Authority with Nationwide. Additional sub-direct carrier appointments may be required. NBS will assist with this process and send further information if necessary.

How long does it take for the transfer of business to be completed?

NBS will effectuate the internal transfer of policies 30 days from the cancelling agent’s termination date. Following this time, the recipient agent will see transferred policies in Agency Hub on nbsbrokerage.com and begin to receive commissions on them.

What happens to the commissions?

The cancelling agent will receive their final commission check via mail 30 days after their termination date. All commissions generated after the termination date will be paid to the recipient agent.

Will the recipient agent be able to service the cancelled agent's policies?

Yes, once the carriers have processed NBS's transfer request, the recipient and cancelled agents' sub-direct carrier appointment codes will be linked for easy servicing. Any business written through NBS can be serviced through NBS.

When will the policies transfer to the recipient agent's name?

Policies written directly with the carrier through NBS via sub-direct carrier appointment will remain in the cancelled agent's name until renewal. As each policy renews, the recipient agent will become the agent of record.

Is flood included in the business transfer?

Yes. NBS will facilitate the transfer of flood business.

Why are some policies missing from the active policy report?

The active policy report reflects business that commissions have been paid out on in the last 12 months, but may not reflect recent activity from the last 30 days due to our commission cycle. For a complete policy listing please visit Agency Hub on nbsbrokerage.com (note the report from Agency Hub does not distinguish Network from non-Network business).

ACQUISITIONS CONTACT

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