

# Producer Release Request

**Guidelines:**

- Both the Principal of the Agency and Sub-Producer of the Agency must sign and date this Producer Release Request.
- Any commissions and membership that the Sub-Producer earned while under the contracted Agency & Principal noted on this Producer Release Request will not get transferred to Sub-Producers new requested contracting Entity. All commissions and membership earned by the Sub-Producer listed on this Producer Release Request while contracted under Agency and Principal listed on this Producer Release Request will remain. No exceptions will be granted.
- Once the acting Agency’s Principal and Sub-Producer sign this Producer Release Request, Ambetter Health will terminate the Sub-Producer’s existing contract. The Sub-Producer will then need to fill out a new contract to contract under a new Agency after the Sub-Producer is approved to contract under another Entity from an Ambetter Health Account Executive.
- Once Ambetter Health receives this Producer Release Request and any requested information, termination under the existing contract may take up to 15 business days.
- Producer Release Requests will not be processed during the Blackout Period of September 1 – April 15.
- Ambetter Health reserves the right to deny this Producer Release Request. Ambetter Health does not under any circumstance transfer membership or commissions.
- All signatures and signature dates must be signed within 30 calendar days of receipt of the form and no earlier than April 15.

**SECTION A – Producer Release Request and Signatures**

Agency & Principal		
Agency Name (Print):	Principal Name (Print):	Principal NPN:
Principal Signature:	Signature Date:	
Sub-Producer		
Printed Name:	Sub-Producer NPN:	
Sub-Producer Signature:	Signature Date:	

**SECTION B – Producer and Sub-Producer Attestation (Signature by both parties is required.)**

By signing this Producer Release Request, I attest the following:

- All information contained on this Producer Release Request is true and accurate.
- Both parties are properly licensed, contracted and appointed at the time of this request in respective states.
- Ambetter Health is dissolved from any disputes that occur between parties.
- Ambetter Health reserves the right for any reason to deny a Producer Release Request.
- Ambetter Health does not intervene and should not be asked to be involved in Principal and Sub-Producer discussions, issues, disagreements, or decisions.
- All commissions earned to contracting Agency and Principal noted on this Producer Release Request will remain with that Agency. Commissions and membership will not move with the Sub-Producer to the Sub-Producers subsequent contracting agreements.

Producer Signature:	Signature Date:
Sub-Producer Signature:	Signature Date:

**PLEASE SUBMIT REQUEST TO:**  
[Ambetterbrokers@centene.com](mailto:Ambetterbrokers@centene.com)