



{Date}

{Agency/General Agency Name}

Hi Oscar,

This is the Upline Agency Release Letter for Agent *{Released Agent Name}*. As of Open Enrollment for Plan Year 2025, they will no longer be affiliated with my Upline Agency and/or General Agency. The Agent's information is as follows:

Agent Name:

Agent NPN:

Agent Appointment State(s):

Should Commissions Follow The Agent For Agency Releases: Yes___ No___ (Mark One)

I understand that any downline Agents who are affiliated with *{Released Agent Name}* will also no longer be affiliated with my Agency and/or General Agency. I understand that all current and former Individual & Family Plans any of these Agents wrote will no longer be affiliated with my General Agency as of 1/1/2025. I also understand that if I selected "Yes" to "Should Commissions Follow The Agent," any commission assignment the Agent may have had to my Agency will terminate as of 1/1/2025 (i.e. The Agent will take their existing book of business with them).

I acknowledge that I am an Authorized Representative of my General Agency and/or Agency and have the authority to release this Agent.

Representative Name

Representative Email

Date Signed

Representative Signature

Instructions for submitting Upline Agency Release Letter

The Upline Agency Release Letter must be filled out in its entirety by an Authorized Representative of the releasing Upline Agency/General Agency. Oscar will not accept incomplete letters.

Oscar will only accept Upline Agency Release Letters submitted to Oscar between June 1st and August 31st of each year. Changes will be effective for Open Enrollment 2025 (starting 11/1/2024).

If the Agent should be released during a different time than Open Enrollment 2025, please reach out to your Sales Executive.

Completed letters should be emailed to your Oscar Account Advisor or brokers@hioscar.com for processing. Letters may take several weeks to process.

If an Upline Agency would like to release an Agent and have them appointed directly under Oscar, they may do so at any time of the year by emailing their Oscar Account Advisor or brokers@hioscar.com. Agents released this way may not join a different Upline Agency without written approval from Oscar.

Oscar reserves the right to decline an Agent Release for any reason and without explanation.