

## New York Essential Plan Assignment of Commission (AOC) Q&A

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### What is an Assignment of Commission?

An Assignment of Commission (AOC) allows an agent/agency (Assignor) to still service their members but direct their payments to another agent/agency (Assignee).

### How do I set up an Assignment of Commission?

The AOC form can be found on [Jarvis](#) under Commissions > Statements and More, under Assignment of Commissions. Submit your request to [sh\\_commissions\\_administration@uhc.com](mailto:sh_commissions_administration@uhc.com) or fax to 866-761-9162. The form must be completed in its entirety and signed by both parties. Wet signatures are accepted, and electronic signatures are only accepted if a signature audit trail is provided (i.e., Adobe Sign, DocuSign).

### I currently have a chargeback debt balance. Can I assign my commission?

No, the Assignor's outstanding chargeback debt balance must be \$0 prior to setting up an Assignment of Commission.

**I sell the New York Essential Plan, UHC Individual & Family Plans and/or Medicare Plans. How can I assign my commissions?** Separate AOC forms must be submitted for different lines of business (i.e., New York Essential, Individual & Family, and Medicare). Commissions must be assigned within the same line of business - New York Essential to another New York Essential writing ID using the New York Essential Plan AOC form, Individual & Family to another Individual Family writing ID using the Individual & Family AOC form or Medicare to another Medicare writing ID using the Medicare AOC form.

### Can I assign just a portion of my commission?

Assignment of Commissions are done at the writing ID level. Each writing ID can only be assigned to one individual/entity at a time and payments are assigned in full (at 100%). Partial assignments are not allowed.

### Will I receive a 1099 if I assign my commission?

No, the Assignee will be issued a 1099 for payments received under the Assignment of Commissions. (Mid-year assignments or assignment terminations may result in a 1099 being issued to the Assignor and the Assignee).

### I assigned my commissions but am still receiving commission payments. Why?

- You may not have assigned all your writing IDs to the Assignee.
- You may be receiving assigned commissions from another party. The assigned commissions you are receiving will not 'flow through' to your Assignee.

**Can prior checks be reissued to my Assignee once Assignment of Commissions is set up?** No, our policy does not support reissuing a payment to an Assignee when the payment was issued prior to when the AOC was effective.

### I am the Assignee in an Assignment of Commissions relationship, and I am not receiving commissions. Why?

The Assignor may no longer be eligible to receive commissions, or the Assignment of Commission may have been terminated.

### The Assignment of Commission request was denied. Why?

- The form submitted may be an outdated version
- The form submitted may not have been filled out in its entirety
- The Writing ID(s) or Name(s) provided may not be in or match our system
- The Assignee and Assignor are in different sales channels or lines of business
- The Assignee may not be actively contracted with UnitedHealthcare or have the proper state and/or federal licensing and appointment requirements

### How do I terminate my Assignment of Commissions?

The Assignor may terminate an Assignment of Commission at any time. Just send your request to [sh\\_commissions\\_administration@uhc.com](mailto:sh_commissions_administration@uhc.com).

- If the email does not come from the Assignor's email address on file with us, please include a signed request from the Assignor, including Assignor name and writing ID(s).
- The Assignee or other contact working on behalf of the Assignor or Assignee has no right to terminate an Assignment of Commission, or to prevent the Assignor from terminating an Assignment of Commission.

### I still have questions. What should I do?

Refer to the Agent Guide (Section 5: Compensation) or contact the Producer Help Desk at 866-235-4095 or [ACABrokerSupport@uhc.com](mailto:ACABrokerSupport@uhc.com).