



NOTE: The following is for Off-Exchange enrollment only.

Are you an employer needing to change your Third Party ICHRA Administrator/Agent of Record (AOR)?

Your Third Party ICHRA Administrator/Agent of Record (AOR) is the health insurance agent or agency assisting you with administering Individual Coverage Health Reimbursement Arrangements (ICHRAs) with your employees. If you wish to change the Third Party ICHRA Administrator/Agent of Record (AOR) you are working with, please submit a written request with the following information.

Please complete the following:

I, [authorized Employer Administrator] _____, [Title] _____, [Employer Name] _____, request to change our Third Party ICHRA Administrator/Agent of Record (AOR). (Note, this request will change the Agent of Record for all members on the policies listed below, subscribers plus dependents.)

If known, provide Third Party ICHRA Administrator you are switching from: [previous AOR name], [previous AOR NPN]

You must provide the Third Party ICHRA Administrator you are switching to: [new AOR name], [new AOR NPN]

Provide a complete list of your ICHRA employees enrolled with UnitedHealthcare, including:

- Employee name
- Employee DOB
- Employee mailing address

Employer Administrator Signature _____ Date ____/____/____

You may send this information to your Agency Manager via secure email or mail or fax it to:

UnitedHealthcare Individual and Family Plan
P.O. Box 30753
Salt Lake City, UT 84130

Fax: 1-844-386-9286

Upon receipt by UnitedHealthcare Individual and Family Plan, change AOR requests may take 7 calendar days to process and should take effect at the end of the month processing is completed.