



Agent Change Request Form

Submit all change requests to agentcontract@royalneighbors.org OR
visit the agent Web site: <https://agent.royalneighbors.org>

DO NOT USE THIS FORM IF YOU ARE REQUESTING A RELEASE TO A NEW MGA: Royal Neighbors requires you to 1) obtain a release from the existing MGA and submit new signed paperwork from the new MGA, or 2) request termination of the contract. New contracting paperwork can be resubmitted for consideration after 6 months has elapsed. In both cases there is no guarantee you will be re-contracted as we do full due diligence again at time of request.

Agent name (required): _____ Agent number (required): _____

SECTION 1	Agent Address Change Request
	NEW Mailing Address Information
	Street address: _____ City: _____ State: _____ ZIP code: _____ Supply Mailing Street Address (if using PO Box for other mail)
	Street address: _____ City: _____ State: _____ ZIP code: _____
	Agent Name Change
Old name: _____ Reason for name change: <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce New name: _____ <input type="checkbox"/> Other _____	
SECTION 2	Change of Banking Information
	NEW Information (please include a copy of a voided check for the new account)
	Institution name: _____ Account number: _____ Routing number: _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings Name on account: _____
	Guidelines: (1) No agent changes within the first 30 days; (2) After 30 days if an agent change is made, agents must wait 90 days before requesting another one; (3) If you would like to change from an individual to a corporation status or vice versa, you will need to submit new contracting paperwork.
	For MGA's Submission Only
Agent Commission Payment From Advanced or As Earned Change Request	
Agent name: _____ Agent number: _____ Please change agent commission payments: <input type="checkbox"/> From advanced to as earned <input type="checkbox"/> From as earned to advanced, (Please submit Annualized Financial Agreement with this form.)	
Agent Commission Level and/or Hierarchy Change Request	
Agent Information AFTER Change	
New commission level: _____ Please attach NEW COMMISSION ADDENDUM to this change request, required before change is processed. New direct recruiter name: _____ Recruiter number: _____	

Please provide the verification information requested below and then click on the "Submit" button to send it to the Home Office. The completion of this information and clicking on the submit button will act as your "electronic signature" certifying as to the accuracy of the information provided.

Name of agent completing this form: _____ Royal Neighbors agent number: _____

For Section 1 only: Last 4 digits of agent's Social Security number: _____ *Or For Section 2 only:* MGA region code: _____