

Medicare Products Assignment of Commission (AOC) Q&A

What is an Assignment of Commission?

An assignment of commission (AOC) allows an agent/agency (Assignor) to 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 Resources. Submit your request to sh_commissions_administration@uhc.com or fax to 866-761-9162.

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 both Medicare and Exchange/Qualified Health Plans. How can I assign my commissions?

Separate AOC forms must be submitted for Medicare and Exchange/Qualified Health Plans. Commissions must be assigned within the same line of business - Medicare to another Medicare Writing ID using the Medicare AOC form and Exchange/QHP to another Exchange/QHP Writing ID using the Exchange/QHP AOC form.

I sell AARP Medicare Supplement plans. What happens to my Unearned Advance Debt (UAD)? Your outstanding UAD will be transferred to the Assignee at the time the assignment of commission is put in place. If the assignment of commission is terminated, any remaining UAD will be transferred back to you.

Can I assign just a portion of my commission?

Commissions (by writing ID) can only be assigned to one individual/entity and can only be allocated in full (at 100%). Partial assignments are not allowed.

Will I receive the 1099 if I assign my commission?

No, the Assignee will receive the 1099 for payments received under this assignment of commission.

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

- You may not have assigned all of 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.
- You may be receiving SecureHorizons Medicare Supplement commissions. To set up an AOC for SecureHorizons Medicare Supplement commissions, please contact 888-202-4340, option 2.

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.

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.

- 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 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 7: How am I Paid?) or contact the Producer Help Desk at 888-381-8581 or phd@uhc.com.