

People's Trust has developed a process by which we are able to honor policyholder requests for providing a specific agent or agency the legal right to service or maintain a policy with PTI.

The following guidelines are provided to clarify our Agent of Record change process:

- Agents may submit a request to change the Agent of Record on behalf of a policyholder by completing an AOR 36 or People's Trust Agent of Record Change Request (AOR) form.

Note:

- o The completed AOR should be directed to businesssupport@pti.insure.
 - o All policies are subject to review.
 - o Incomplete forms will be rejected and returned to the submitting agent with an explanation.
 - o At least one named insured listed on the policy must sign the form.
 - o AORs will not be backdated. If an AOR was rejected for being incomplete, the effective date of change will be determined upon receipt of the corrected form.
 - o The submitting agent must be an appointed Agency of People's Trust.
 - o AOR requests will be accepted prior to the renewal effective date, generally no less than 14 days and no more than 60 days prior to renewal. This will allow time for the AOR to be processed and effective on the renewal date.
- Once the AOR has been verified, as a courtesy People's Trust will notify the incumbent Agent of Record via email that a new AOR has been received.
 - AORs will only be accepted effective at the renewal date. AORs are not processed midterm. Any exceptions to this are to be approved by management on a case-by-case basis.

Agent of Record Rescission Letter

18 People's Trust Way • Deerfield Beach, FL 33441 • businesssupport@pti.insure

Policy No. _____ Policy Type: _____ Expiration Date: _____

Policyholder Name/s: _____

Address: _____ City, ST Zip: _____

This Agent of Record letter rescinds the prior Agent of Record change dated _____
which was previously submitted to People's Trust Insurance Company. Date

I no longer authorize _____ to be my representative effective as of
Agency Name
_____. It is my request to restore _____ as my
Date Agency Name

Agent of Record.

Thank you.

Print Insured Name

Insured Signature

Date