Maine Appointment/Termination Form

(rev 2/11/2016)

Return form & fees to: Accounting Associate, Bureau of Insurance, 34 State House Station, Augusta ME 04333-0034

Company Mailing Address: **Please include name of contact person.**

Company contact phone # & extension (____) _____

Please check one **only** (see (a) below):

☐ **Appoint (Include payment*)** ☐ **Terminate (No Fee)**

National Producer # or FEIN # & Appointee License #	Producer/Business Entity Name	Maine Co Lic # & Naic #	Maine Co Lic # & Naic #	Maine Co Lic # & Naic #	Maine Co Lic # & Naic #	Effective Date	C

Payment must be included with this form - $30 Resident Individual or $45 Nonresident Individual*, per company; $30 Resident Motor Vehicle Business Entity or $70 Nonresident Motor Vehicle Business Entity, per company. Checks should be payable to "Maine State Treasurer".

***Please be aware that there was a change in Rule 545, the Nonresident Individual appointment fee dropped from $70.00 to $45.00.**

There is no fee required for appointing agency business entities, prefixes AGN & AGR.

a. Entries on a form must be either **all appointments** or **all terminations** (Terminations only may be faxed to: 207-624-8599).
b. **Effective Date-** Use **mm/dd/yyyy** format
c. **C -**Mark this column **only** if the termination is **"for cause."** A termination is "for cause" when an insurer ends its agency relationship with a producer for one of the reasons specified in Section 1420-K of the Maine Insurance Code. Additional written documentation **must** be submitted to the Insurance Department in accordance with the requirements of Section 1420-N(1).
d. **No** confirmation of appointment will be sent to the insurer. Confirmation of processed appointments can be verified on the NAIC's PDB or the Bureau's website: www.maine.gov/insurance