Broker of Record Form

- **Broker Instructions: Complete Sections A, B and C:**
- **Instructions to Pool: Please maintain this form in accordance with public disclosure requirements. An electronic copy is to be submitted in the Annual Report to the State Risk Manager.**

WAC 200-100-080(2)(c) provides:

> The self-insurance program shall establish a contract provision which *requires the broker provide to the program a written annual report on a form provided by the state risk manager which discloses the actual financial compensation received. The report shall include verification that no undisclosed commission was received as a result of any such insurance transaction made on behalf of the program.*"

WAC 200-100-20(3) defines Broker of Record:

> "Broker of record" means the insurance producer licensed in the state of Washington who, through a contractual agreement with the joint self-insurance program, procures insurance on behalf of the joint self-insurance program.

Section A:

Broker of record name:	
Company:	
Company Address:	
Phone number:	
Email Address:	

Section B:

Non-Contingent Commission or Established Fee (in dollar amounts)	$
Contingent Commission (based on percentage of premium) (in dollar amounts, **or state "none"**)	$
Enhanced commissions (in dollar amounts, **or state "none"**)	$
List and/or describe below any other compensation, **or state "none"**)	$

Section C:

I certify that **all compensation** I received as a result of any insurance transaction made on behalf of the self-insurance program listed below during fiscal year ending _____(mm/dd/yyyy) was disclosed in the contract between the governing body of the self-insurance program and the Broker of Record. Specifically, the monies and other compensation received for my services as Broker of Record were obtained in the amounts listed in Section B, and I received no additional compensation as a result of any insurance transaction made on behalf of the (_____).

                                           Joint self-ins. program name

I certify that the above information is accurate and correct.

_____

Signature of Broker of Record   **Date**