



# Broker Bonus Check Exception Form

Complete the information below to make a change to the bonus check if the check is to be written out to the broker directly or split between two brokers. Note: A broker or both brokers must have an individual W-9 form on file with Lovelace Health Plan.

All broker bonus checks are written to the agency. The agency must have a W-9 on file with Lovelace Health Plan.

Forms received after the 20th of each month will not be processed until the following month.

## EXCEPTION INFORMATION REQUIRED:

Broker Name <i>(Check to be made out to the following broker)</i>	
Broker Address <i>Where the check will be mailed)</i>	
Bonus check for the month of	
Group Name	
Group Sold Date	
INDIVIDUALS W-9 FORM ATTACHED	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain _____
Is this applicable for this month only?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain _____

Split 50/50	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the broker's name and address boxes below
Broker Name	
Broker Address	
Broker Name	
Broker Address	

Return forms to [juanita.jennings@lovelace.com](mailto:juanita.jennings@lovelace.com)  
or Fax to 505.727.9287

