



**ARKANSAS INSURANCE DEPARTMENT  
LICENSE DIVISION  
1200 WEST 3<sup>RD</sup> STREET  
LITTLE ROCK, AR 72201  
PHONE: 501-371-2750  
FAX: 501-683-2604**

**BUSINESS ENTITY (AGENCY)  
PRODUCER ADDITION AND TERMINATION INSTRUCTIONS**

**PRODUCER ADDITION:**

1. Complete form **AID-LI-AGY-ADD**. The form may be reproduced or computer generated; however, it must be generated in the same format.
2. The information must be legible or the form will be returned **unprocessed**.
3. All business entity (agency) information must be completed.
4. All information for the producer must be completed.
5. The form must be signed and dated by an agency official.
6. Incomplete forms will be returned **unprocessed**.
7. The business entity check for the fee amount must be payable to the Arkansas Insurance Department Trust Fund. (See Form **AID-LI-AGY-ADD** for fees.)
8. Once the addition has been processed, the business entity (agency) will receive a certification from the Department showing this individual has been added to its license. This certification must be presented to all insurance companies for which the producer will write business for the business entity (agency) in order for the insurance company to appoint the producer.

**PRODUCER TERMINATION:**

1. Complete form **AID-LI-UBE-TERM**. The form may be reproduced or computer generated; however, it must be generated in the same format.
  2. The information must be legible or the form will be returned **unprocessed**.
  3. All business entity (agency) information must be completed.
  4. All information for the producer must be completed.
  5. The form must be signed and dated by an agency official.
  6. Incomplete forms will be returned **unprocessed**.
  7. The business entity check for the fee amount must be payable to the Arkansas Insurance Department Trust Fund. (See Form **AID-LI-UBE-TERM** for fees.)
  8. Once the termination has been processed, the business entity (agency) will receive a certification from the Department showing this individual has been terminated from its license. This certification must be presented to all insurance companies for which the producer has been writing business for the business entity (agency) in order for the insurance company to terminate the producer's appointment.
- If you have questions regarding adding or terminating a producer to a **resident** business entity (agency), please contact Lisa Hunt at (501) 371-2757.
  - If you have questions regarding adding or terminating producers to a **non-resident** business entity (agency), please contact Willie Hemphill at (501) 371-2758.
  - You can view the producers listed on your business entity (agency) license by visiting the Department's Web site at <http://insurance.arkansas.gov/is/Agency/agency.asp>.