COMPANY LETTERHEAD

Current Date

Mutual of Omaha

[gps.east@mutualofomaha.com](mailto:gps.east@mutualofomaha.com)

800-769-7159

Re: Broker of Record

Group Number:

Dear Mutual of Omaha,

This is to notify you that I have appointed **<Broker Name>** of **<Agency>** whose business address **<Street Address>, <City>, <State>, and <zip>** as my Broker of Record with respect to coverage provided by **Mutual of Omaha.**

This appointment is in conjunction with **Benefit Design Group** as the ***Billing and Enrollment TPA***. They will be responsible for handling all future billing and/or administration.

Once approved please provide all related billing materials such as but not limited to benefits, rates and enrollment to Benefit Design Group.

Sincerely,

<Client Name>, <Title>