

## Broker Transfer and Termination Request

We, \_\_\_\_\_ [company name], \_\_\_\_\_ [tax ID #], operating from  
 \_\_\_\_\_ [street address], request that our current  
 FormFire account(s)\* be transferred to \_\_\_\_\_ [new brokerage group name]

We also request that the current brokerage group associated with our FormFire account(s),  
 \_\_\_\_\_ [previous brokerage group name],

no longer be allowed to act as our FormFire agent of record, and be removed from those eligible to review, use, or process our FormFire account(s) detail.

\* Note: Under HIPAA requirements, any and all individuals' personal medical information shall not be divulged to a third party without that individual's direct consent. It is the responsibility of the employer and their respective agents to take all precaution deemed necessary under law to protect an individuals' information from misuse. FormFire, LLC reserves the right to communicate this transfer event to all affected FormFire account holders.

For more information visit FormFire's privacy statement and terms & conditions of use at: [www.formfire.com](http://www.formfire.com).

### What Happens Next...

- After receiving your request, FormFire will send a confirmation email to the address you indicate below \*\*.
- The email will contain a link for you to "Confirm" or "Cancel" this Transfer
- The email link will automatically expire after 5 business days. All involved parties will be notified if that expiration takes place.
- Please resend a copy of this *Broker Transfer and Termination Request* to restart the process.

**Attention: There is a mandatory five business day wait period after your request is received by FormFire.**

On behalf of the above transferring company -

Signed:

\_\_\_\_\_  
 \_\_\_\_\_  
 (print name)

\_\_\_\_\_  
 Company/Title

\_\_\_\_\_  
**\*\* Email Address**

\_\_\_\_\_  
 Contact Phone Number

\_\_\_\_\_  
 Date

Please Fax to:  
 FormFire Customer Support  
**Fax#: 216. 298. 4151**  
 Or  
 Scan and email to:  
**transfers@formfire.com**