



***Empire NY  
Blue Cross & Blue Shield***

**APPOINTMENT REQUIREMENTS**

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Please complete, sign and dates these forms; submit the following items to your Managing General Agent:

1. NY Empire Contract
2. NY Empire Business Associate Addendum
3. NY Empire Contract Addendum
4. NY Empire Insurance Producer Agreement
5. Proof of Errors and Omissions coverage
6. Insurance license
7. Assignment
8. W-9

**NOTE:**

All documentation must be completed **and signed** in order to proceed with the appointment process.

**Submit your signed paperwork and all additional requirements to your Managing General Agent... not directly to the Company.**

You can mail your completed paperwork to:

**Genesis Business Capital, Inc.  
Agent Marketing  
24 South Mortimer Avenue  
Elmsford, New York 10523**

**Or:**

**Tel. 914-909-2548**

**Fax 914-909-2549**

**[agentmktg@genesisbusinesscapital.com](mailto:agentmktg@genesisbusinesscapital.com)**