



# Detailed Compensation Statement

## Purpose

This detailed guide provides a description of each section of the new broker compensation statement and fields to assist in understanding compensation payments.

Medicare and Group/Individual business will have separate compensation statements and payment frequency.

Compensation Statements are double sided.

## Outline

Statement Section	Page
<a href="#">Cover Page</a>	2
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<a href="#">Contact Information</a>	6
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<a href="#">Producer Agency Totals by Product</a>	13
<a href="#">Detailed CSV (Excel) Statement</a>	14

## Cover Page

The Cover Page of the statement will provide the overall summary of the compensation payments and Check/EFT information.

Step	Action																																																			
1	<p>The Cover page will include a <b>Header Section</b>.</p> <hr/> <p><b>Commission Statement Description</b></p> <p>123 Box st Circle city CA 90019</p> <p>1 Payment Period: 02/01/2023 to 02/28/2023 2 Date: 03/06/2023 3 Payee Number: 8888784013</p> <table border="1"> <thead> <tr> <th>#</th> <th>Field Name</th> <th>Field Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Payment Period</td> <td>The period of time commission is calculated</td> </tr> <tr> <td>2</td> <td>Date</td> <td>The date the statement was issued</td> </tr> <tr> <td>3</td> <td>Payee Number</td> <td>Agent/Agency National Producer Number (NPN)  <b>Note:</b> If the Agent/Agency does not have a National Producer Number (NPN), then the Agent/Agency encrypted tax ID will be populated.</td> </tr> <tr> <td>4</td> <td>Payee Address</td> <td>Agent/Agency mailing address</td> </tr> </tbody> </table>	#	Field Name	Field Description	1	Payment Period	The period of time commission is calculated	2	Date	The date the statement was issued	3	Payee Number	Agent/Agency National Producer Number (NPN)  <b>Note:</b> If the Agent/Agency does not have a National Producer Number (NPN), then the Agent/Agency encrypted tax ID will be populated.	4	Payee Address	Agent/Agency mailing address																																				
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	5	Oversight Payment Total	Total Compensation Payment to an Agency receiving additional compensation as part of an Oversight agreement
	6	Other Payment Total	Total Compensation for all other types of payments
	7	Levy/Garnishment Total	Amount of compensation that will be withheld because of a Levy and/or Garnishment
	8	IRS Withholding Total	Amount of compensation withheld by the IRS
	9	State Withholding Total	Amount of compensation withheld by the State
	10	Paid Amount	Total Compensation Paid
	12	Current Held Amount	The Held Balance in the Current payment period, any new held balance or existing held balance continuing

3 The ACH Details will be included on the Cover Page if the payment is distributed via an Electronic Fund Transfer (EFT).

**ACH DEPOSIT MADE - THIS IS NOT A CHECK**

1 Recipient Name: \_\_\_\_\_  
2 Address: \_\_\_\_\_  
 Deposited To: \_\_\_\_\_  
3 ABA # \_\_\_\_\_  
4 ACC # XXXXX0232  
5 EFT # \_\_\_\_\_  
6 Date Deposited: 01/28/2021

#	Field Name	Field Description
1	Recipient Name	Name of the Agent/Agency paid compensation
2	Address	Address of the Agent/Agency paid compensation
3	ABA #	Bank Account Routing Number
4	ACC #	Agent/Agency Bank Account Number
5	EFT #	Electronic Fund Transfer Transaction Number
6	Date Deposited	The date the EFT is deposited

4 The Check will be included on the Cover Page if the payment is distributed via a paper check.

**DETACH CHECK AT PERFORATION BEFORE DEPOSITING**

PO BOX 7368 / GA081W 0014  
COLUMBIA, GA 29909-0014

BANK OF AMERICA  
ATLANTA, GEORGIA

0306CB010161-015983

CHECK NUMBER  
0007571770

0064.1278/0611  
3359003475

RECIPIENT ID NO: XXXXXXXXXXXXXXXX

TAX ID NO: XXXXXXXXXXXXX

DATE: 03/06/23

CHECK AMOUNT  
\$\*\*\*\*\*326.17

PAY: THIRTY HUNDRED TWENTY SIX DOLLARS AND 17/100

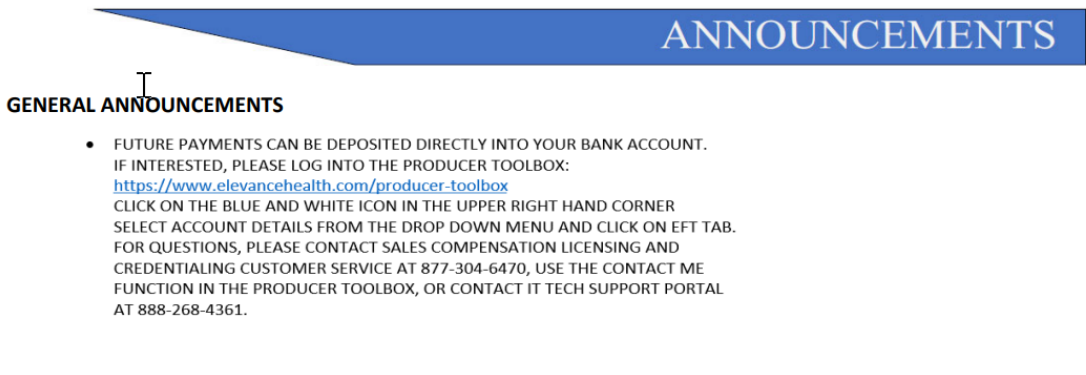
TO THE ORDER OF:

VOID

Security features included. Details on back

## Announcements

The Announcements section of the statement will provide pertinent information to the Agent. This section will only be available if there are announcements.

Step	Action
1	<p>Announcements will be displayed on the second page of the statement if there is pertinent information that needs to be communicated to the Agent/Agency.</p> <ul style="list-style-type: none"><li>• The Announcements will change based on the information that needs to be communicated to the Agent/Agency.</li><li>• If there are no announcements this page will not be included in the statement.</li></ul>  <p><b>GENERAL ANNOUNCEMENTS</b></p> <ul style="list-style-type: none"><li>• FUTURE PAYMENTS CAN BE DEPOSITED DIRECTLY INTO YOUR BANK ACCOUNT. IF INTERESTED, PLEASE LOG INTO THE PRODUCER TOOLBOX: <a href="https://www.elevancehealth.com/producer-toolbox">https://www.elevancehealth.com/producer-toolbox</a> CLICK ON THE BLUE AND WHITE ICON IN THE UPPER RIGHT HAND CORNER SELECT ACCOUNT DETAILS FROM THE DROP DOWN MENU AND CLICK ON EFT TAB. FOR QUESTIONS, PLEASE CONTACT SALES COMPENSATION LICENSING AND CREDENTIALING CUSTOMER SERVICE AT 877-304-6470, USE THE CONTACT ME FUNCTION IN THE PRODUCER TOOLBOX, OR CONTACT IT TECH SUPPORT PORTAL AT 888-268-4361.</li></ul> <p><b>Note:</b> General announcements will include Levy/Garnishment contact information if applicable.</p>


## Glossary

The Glossary section of the statement will provide the list of comment codes and descriptions that are utilized in the comments column of the detailed statement.

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1	<p>The Comments will describe the type of commission found on the statement.</p> <p><b>GLOSSARY</b></p> <hr/> <table border="0"> <tr> <td><b>Comments</b></td> <td><b>Description</b></td> </tr> <tr> <td>ADJ</td> <td>Adjustment at policy level</td> </tr> <tr> <td>NEW</td> <td>New policy on Statement</td> </tr> </table> <p><b>Note:</b> The Glossary page will only display the comments that are found within the commission statement details.</p>	<b>Comments</b>	<b>Description</b>	ADJ	Adjustment at policy level	NEW	New policy on Statement																																																																																				
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## Contact Information

Questions regarding the compensation statement and/or payment can be directed to the contact information located on the bottom of the second page of the statement.

Step	Action
1	<p>The email and phone number contact information will be indicated at the bottom of the second page of the statement.</p> <p>This information can be utilized to contact the Sales Compensation Licensing &amp; Credentialing department (SCLC) with any questions regarding compensation statements and payments.</p>  <div data-bbox="298 646 1029 863" style="border: 1px solid red; padding: 5px;"><p>Questions? Online self-service options such as viewing your book of business, commission, <u>licensing</u> and credentialing are available at <a href="https://www.elevancehealth.com/producer-toolbox">https://www.elevancehealth.com/producer-toolbox</a></p><p>Contact Commission Support, MON – FRI, 8 A.M. – 8 P.M Eastern Time: 877-304-6470, <a href="mailto:Producers@ElevanceHealth.com">Producers@ElevanceHealth.com</a></p><p>For all other questions contact your Broker Services Support Team.</p></div>

## Detailed Statement

The Detailed Section of the statement will provide the compensation details by base, override, and other payments.

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1	<p>The Header section of the detailed section will provide the overall agent and statement information.</p> <p>Date: 03/04/2023 <sup>1</sup>            Payment Period: 02/01/2023 - 02/28/2023 <sup>2</sup>            Payee Name: Dream Works Insurance services Inc. <sup>3</sup>            Payee Number: 123456 <sup>4</sup></p> <p style="text-align: right;">Page # of #</p> <table border="1"> <thead> <tr> <th>#</th> <th>Field Name</th> <th>Field Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Payment Period</td> <td>The period of time commission is calculated.</td> </tr> <tr> <td>2</td> <td>Date</td> <td>The date the statement was issued</td> </tr> <tr> <td>3</td> <td>Payee Number</td> <td>Agent/Agency National Producer Number (NPN)  <b>Note:</b> If the Agent/Agency does not have a National Producer Number (NPN) then the Agent/Agency encrypted tax ID will be populated.</td> </tr> <tr> <td>4</td> <td>Payee Address</td> <td>Agent/Agency mailing address</td> </tr> </tbody> </table>	#	Field Name	Field Description	1	Payment Period	The period of time commission is calculated.	2	Date	The date the statement was issued	3	Payee Number	Agent/Agency National Producer Number (NPN)  <b>Note:</b> If the Agent/Agency does not have a National Producer Number (NPN) then the Agent/Agency encrypted tax ID will be populated.	4	Payee Address	Agent/Agency mailing address																																																																																																																																																																				
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	11	Premium Count	Total premium received during the current month, if applicable
	12	Premium	Indicates the amount of premium amount reconciled for a given due date
	13	Payment	Total compensation payment on the policy or group
	14	Comments	The Comments will describe the type of commission found on the statement
	15	Exch Ind	Indicates if a policy is on an exchange
	16	Producer Number	The Writing Agent/Agency National Producer Number (NPN) or Encrypted Tin if an NPN is not available
	17	Producer Name	The name of the Writing Agent/Agency
	18	State	The state of the Writing Agent/Agency

3 The Summary by Base/Override will be displayed at the bottom of the detailed section.

1	Small Group Base Paid For Producer 8888888881 :	\$260.25
2	Small Group Override Paid For Producer 8888888881 :	\$0.00
3	Small Group Held for Producer 8888888881 :	\$15.00
4	Total Paid for Producer 8888888881 :	\$361.31
5	Total Held for Producer 8888888881 :	\$25.00
6	Total Paid for Tracking Code ABC01 :	\$361.31
7	Total Held for Tracking Code ABC01 :	\$25.00

#	Field Name	Field Description
1	[MBU] Base Paid for Producer	Total Base compensation paid to the Agent/Agency for specific Market Type (Individual, Small Group, Large Group, Senior) <b>Note:</b> Screen print provided is an example of Small Group.
2	[MBU] Override Paid for Producer	Total Override paid to the Agent/Agency for specific Market Type (Individual, Small Group, Large Group, Senior) <b>Note:</b> Screen print provided is an example of Small Group
3	[MBU] Held for Producer	Total amount of compensation that has been held (not issued) for a specific market type (Individual, Small Group, Large Group) to the Agent/Agency <b>Note:</b> Screen print provided is an example of Small Group
4	Total Paid for Producer	The grand total compensation paid for the writing Agent/Agency referenced. This amount combines all Market Business Units (MBUs) and all products
5	Total Held for Producer	The grand total compensation that was held (not issued) for the writing Agent/Agency referenced. This amount combines all Market Business Units (MBUs) and all products



Step	Action		
	6	Total Paid for Tracking Code	The grand total compensation paid for the Tracking code referenced. This amount combines all Market Business Units (MBUs) and all products
	7	Total Held for Tracking Code	The grand total compensation held (not issued) for the Tracking code referenced. This amount combines all Market Business Units (MBUs) and all products

# Adjustment Statement

The Adjustment Section of the statement will provide the compensation details for any adjustments made.

Step	Action																																																																																																																																																																																																						
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Step	Action		
	11	Payment	The monetary amount of the adjustment
	12	[MBU] Other Payments Paid	Market Business Unit (MBU) specific (Ex. Individual, Small Group, Large Group) adjustment payment total  <b>Note:</b> The example referenced was for Individual
	13	[MBU] Other Payments Held	Market Business Unit (MBU) specific (Ex. Individual, Small Group, Large Group) adjustment payment amount total that is being held.  <b>Note:</b> The example referenced was for Individual
	14	Total Other Payments Paid	The grand total of adjustment payments that are being paid for all Market Business Units (MBUs) combined
	15	Total Other Payments Held	The grand total of adjustment payments that are being held (not issued) for all Market Business Units (MBUs) combined

## Producer Totals by Product

The Producer Totals by Product section will provide the summarized writing agent compensation by product.

Step	Action																																																
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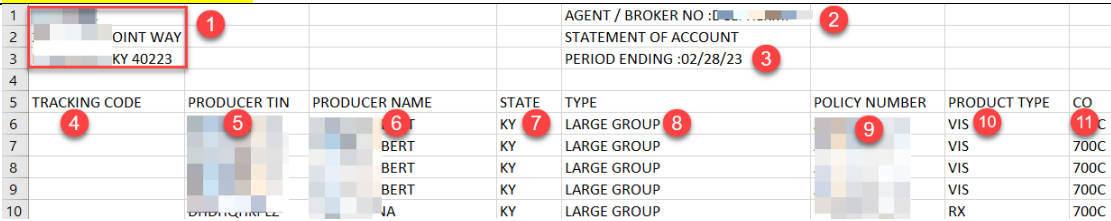
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## Detailed CSV (Excel) Statement

Below contains the Detailed Compensation Statement in Excel format followed by a description of the fields.

Step	Action																																
1	<p>The CSV (Excel) Statement is another format of the Commission Statement that can be obtained through the Producer Toolbox.</p> <p>For guidance on how to retrieve this format, please refer to the <b>Producer Toolbox Statement Retrieval User Guide</b>.</p>																																
2	 <p>Description of the fields on the Detailed Compensations Statement in excel.</p> <table border="1"> <thead> <tr> <th>#</th> <th>Field Name</th> <th>Field Description</th> </tr> </thead> <tbody> <tr> <td rowspan="2">1</td> <td>Agent/Agency Name</td> <td>The Agent/Agency name</td> </tr> <tr> <td>Address</td> <td>Agent/Agency address</td> </tr> <tr> <td>2</td> <td>Agent/Broker No.</td> <td>Agent/Agency encrypted tax identification number.</td> </tr> <tr> <td>3</td> <td>Period Ending</td> <td>The last date of the payment cycle included in the payment.</td> </tr> <tr> <td>4</td> <td>Tracking Code</td> <td>A numbering scheme used in grouping a producer's sales together and used when breaking the statement into group totals.</td> </tr> <tr> <td>5</td> <td>Producer TIN</td> <td>The encrypted tax identification number of the writing Agent/Agency.</td> </tr> <tr> <td>6</td> <td>Producer Name</td> <td>The name of the Agent/Agency</td> </tr> <tr> <td>7</td> <td>State</td> <td>This identifies which state the commission is being displayed.</td> </tr> <tr> <td>8</td> <td>Type</td> <td> <p>This represents the line of business the commission is for (ex. Individual, Small Group, Large Group).</p> <p><b>Note:</b> This field will also indicate if there are market business unit (MBU) specific adjustments as well as indicate if there is a prior balance that was carried over (not paid) from a previous commission statement.</p> </td> </tr> <tr> <td>9</td> <td>Policy Number</td> <td>Contains the name of the member on the Individual policy or the name of the group</td> </tr> </tbody> </table>	#	Field Name	Field Description	1	Agent/Agency Name	The Agent/Agency name	Address	Agent/Agency address	2	Agent/Broker No.	Agent/Agency encrypted tax identification number.	3	Period Ending	The last date of the payment cycle included in the payment.	4	Tracking Code	A numbering scheme used in grouping a producer's sales together and used when breaking the statement into group totals.	5	Producer TIN	The encrypted tax identification number of the writing Agent/Agency.	6	Producer Name	The name of the Agent/Agency	7	State	This identifies which state the commission is being displayed.	8	Type	<p>This represents the line of business the commission is for (ex. Individual, Small Group, Large Group).</p> <p><b>Note:</b> This field will also indicate if there are market business unit (MBU) specific adjustments as well as indicate if there is a prior balance that was carried over (not paid) from a previous commission statement.</p>	9	Policy Number	Contains the name of the member on the Individual policy or the name of the group
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Step	Action	
		business.
10	Product Type	Product Type abbreviation (Ex. Med = Medical, LFE = Life)
11	CO	Company code

3 Description of the fields on the Detailed Compensations Statement in excel continued.

1	TOTAL PREMIUM RECEIVED THIS MONTH		36833.49										
2	TOTAL PAID TO DATE		260.8										
3	GRAND TOTAL COMMISSION PAID THIS MONTH		627.71										
4													
5	NAME / GROUP NAME	SCHEDULE EFFECTIVE DATE	TIER LEVEL	AOR CHANGE	COMM TYPE	OI	SPLIT % AMT	DUE DATE	NO MOS	MBR CNT	INT PRM		
6		1/1/2023		NO	2.87PMPM	BASE	100	1/1/2023	1	1	1		
7		1/1/2023		NO	2.87PMPM	BASE	100	1/1/2023	1	1	1		
8		1/1/2023		NO	2.87PMPM	BASE	100	2/1/2023	1	1	1		
9		1/1/2023		NO	2.87PMPM	BASE	100	2/1/2023	1	1	1		
10		1/1/2023		NO	FLT4.25%	BASE	100	1/1/2023	1	1	0		

#	Field Name	Field Description
1	Total Premium Received This Month	Amount of the premium received during the month of the statement
2	Total Paid To Date	Total amount paid as of today
3	Grand Total Commission Paid this Month	Total commission paid during the month of the statement
4	Name/Group Name	Depending on the market business unit (MBU): <ul style="list-style-type: none"> <li>Individual business = Policy Name</li> <li>Small Group business = Group Name</li> <li>Large Group business = Group Name or Sub-Group Name</li> </ul>
5	Schedule Eff Date	Contains the Effective Date for the schedule used to calculate the compensation payment
6	Tier Level	Shows the tier level of the policy (applies only to Individual Business)
7	AOR Change	Indicates if the policy/group had an Agent of Record (AOR) change
8	Comm Type	Contains the commission schedule used to calculate the commission payment.
9	OI	Override indicator will advise if the commission payment is for Base, Override, Association or Oversight
10	Split % Amt	Agent compensation split percent on the policy, if applicable
11	Due Date	The billing due date of the compensation payment
12	No Mos	Number of months of which the commission is paid
13	Mbr Cnt	Member count for the premiums reconciled

Step	Action		
	14	Int Prm	The Premium amount when the policy started

4 Description of the fields on the Detailed Compensations Statement in excel continued.

1								
2								
3								
4								
5	1	2	3	4	5	6	7	8
6	ADV BAL	PREMIUM RECEIVED	STL-TO-DT PREMIUM	STL-TO-DT-COMMISSION	CURRENT COMMISSION	COMMENTS	TOTAL COMMISSION BY TYPE	TOTAL COMMISSION BY PRODUCER
7		10	40	5.2	1.3	NEW	5.2	5.2
8		10	20	2.6	1.3	NEW		
9		10	20	2.6	1.3	NEW		
10		10	40	5.2	1.3	NEW		
11		1	2	0.08	0.04	NEW	0.08	0.08

#	Field Name	Field Description
1	Adv Bal	Advanced commission amount
2	Premium Received	Indicates the amount of premium amount reconciled for a given due date
3	Stl-To-Dt Premium	Total premium to date for the current settlement/renewal period
4	Stl-To-Dt Commission	Total commission paid to date for the current settlement/renewal period
5	Current Commission	Amount of current commission payment on the policy or group
6	Comments	The comments will describe the type of commission found on the statement.
7	Total by Type	Total commission per line of business
8	Total commission by Producer	Total commission for the Agent/Agency

5 Description of the fields on the Detailed Compensations Statement in excel continued.

2									
3									
4									
5	1	2	3	4	5	6	7	8	9
6	CASE NUMBER	CASE NAME	RECON DAYS	GROUP/POLICY ORIGINAL EFFECTIVE DATE	GROUP/POLICY CANCELLATION DATE	EXCHANGE INDICATOR	ENROLL COUNT	SETTLEMENT EFFECTIVE DATE	AGENT LEVEL
7			0	1/1/2018	12/31/9999		0	1/1/2023	ELITE
8			0	1/1/2018	12/31/9999		0	1/1/2023	ELITE
9			0	1/1/2018	12/31/9999		0	1/1/2023	ELITE
10			0	1/1/2013	12/31/9999		0	1/1/2023	

#	Field Name	Field Description
1	Case Number	Typically, only applies to Large Group business. The case number is often also referred as the group number
2	Case Name	The name of the Group.
3	Recon Days	The number of days the commissions are reconciled for.  <b>Note:</b> This only has a number included if the premiums received were only reconciled for a portion of the month.



Step	Action		
	4	GROUP/POLICY ORIGINAL EFFECTIVE DATE	Contains the original effective date of the group or policy.
	5	GROUP/POLICY CANCELLATION DATE	Contains the cancellation date of the group or policy (if applicable).
	6	EXCHANGE INDICATOR	Indicates if a policy is on exchange.
	7	Enroll Count	Provides the total number of policies currently enrolled in the group.
	8	Settlement Effective Date	The effective date for the current settlement (renewal) period.
	9	Agent Level	The commission level the agent/agency is at. This helps in determining the commission rate that should be utilized in calculating commission payment amount.