

RLI Sub-Producer Contract

Insurance Brokers Service Corporation



Please complete the contract and send it over along with a copy of your E&O certificate.

Agency Name: _____

Street Address: _____
(City/State/Zip)

Main Contact Name: _____

Main Contact Title: _____

Main Contact Email: _____ **Main Contact Phone:** _____

Additional Contact Email(s): **Additional contacts will be registered in RLI Portal.**

Email: _____

Email: _____

Email: _____

Email: _____

Email: _____

Email: _____

Email: _____

Email: _____

Submit complete form to:

Kate Langford
Director of Insurance Programs
102 St. Claire Pl. Ste., 1A | Stevensville, MD 21666
kate@bigimd.com.

PLEASE CONTACT KATE LANGFORD AT [KATE@BIGIMD.COM](mailto:kate@bigimd.com) FOR ADDITIONAL INFORMATION

2025 INSURANCE PROGRAMS | [BIGIMD.COM/RLI](https://bigimd.com/RLI)

IBSC/Agency Agreement

This agreement made on _____ between the Insurance Brokers Service Corporation
Date
(hereinafter designated as IBSC) and _____. Located in the state of _____,
Agency
in the county of _____ (Hereinafter called the Agent).
County

Witnesseth that:

IBSC hereby grants authority to the Agent to submit for insurance coverage, risks located in Maryland under insurance programs through IBSC. This authority is subject to laws of the State of Maryland in which such Agent is authorized to write insurance business and to the terms and conditions hereinafter set forth.

It is hereby agreed between IBSC and the agent as follows:

Agent Responsibilities

The Agent agrees to maintain a Maryland insurance license for property and casualty insurance and to adhere to the laws and responsibilities that apply.

Premium Remittance

All payments must be made online by the insured through the RLI Portal system. IBSC does not accept direct payments for insured premiums. Any payment received by IBSC will be returned.

Commissions

IBSC shall pay commissions to the Agent as agreed. IBSC shall deduct from each return premium (including cancellations ordered by IBSC) a return commission calculated at the same rate as the original commission thereon. Commissions may be changed by IBSC upon written notice to the Agent.

SEE ADDENDUM #1

Binding Authority

In no event may the agent bind ibsc or the company on any risk.

Errors & Omissions Coverage

The Agent shall maintain, at its own expense, Errors and Omissions coverage of \$1,000,000. and shall furnish IBSC with a certificate of insurance indicating dates and limits of such coverage.

Claims

The Agent agrees to report directly to IBSC all claims, except Workers' Compensation claims, which shall be reported directly to the company with a copy to IBSC.

Termination

This agreement will be immediately terminated in the event there has been a violation of either IBSC's or the Agent's fiduciary responsibility, and/or insolvency, threat of insolvency, fraud, abandonment, willful, gross, or negligent misconduct, including the termination or suspension of either IBSC's or the Agent's license. This agreement will be continuous and may be terminated by either party at any time by 30 days' written notice. In the event of termination, the Agent's records, use, and control of expiration shall remain the property of the Agent and shall be left in his/her possession except as provided under the premium remittance section of this contract.

Ownership of Expirations

The use and control of expirations, and the records thereof, shall remain in the undisputed possession and ownership of the Agent, except as provided under the premium remittance section of this contract.

Indemnification

The Agent is not an employee of IBSC, but is an independent contractor. IBSC shall not be liable for the negligent acts, errors or omissions of the Agent or his/her employees or representatives. The Agent shall indemnify and hold harmless IBSC resulting from unauthorized acts or transactions by the Agent, its employees, and/or subagents, but only to the extent that the Agent would have been legally liable to the IBSC by statute or 2 of 3 Common law, for those costs, causes of action, and damages suffered by the company. The IBSC agrees to indemnify and hold harmless the Agent from any claims or administrative or legal action including expenses of investigation and attorney's fees resulting from any alleged or actual unlawful or negligent act of IBSC

Amendements

All amendments to this agreement, excluding the schedule of commissions, will require the express written consent of both IBSC and the Agent.

Arbitration Clause

The following procedure will be followed in the event of a disagreement or dispute involving the interpretation of this agreement or the performance or non-performance of IBSC and the Agent. The parties will make every effort to establish a meeting for the purpose of settling unresolved disputes. It is understood that this meeting will be conducted in good faith. A panel of three disinterested arbitrators will decide all unresolved disputes with regard to the conditions of this agreement. The party who will furnish written notice of the appointments to the other party. Within ten days thereafter, the other party will appoint one arbitrator who will be designated as the presiding officer of the panel. If the appointed arbitrators fail or refuse to choose a third arbitrator within thirty days after having been appointed, the third arbitrator will be chosen by a court having jurisdiction of the disputed agreement.

Signature: _____

Title: _____

Printed Name: _____

Date: _____

Kate Langford

Kate Langford

Director of Insurance Programs

kate@bigimd.com/410-766-0845

Addendum #1

RLI Commissions

Big I Maryland Members

New Business:

Personal Umbrella Policies - 15%

PUP Special - 12%

Home Business Policies - 13%

Renewals:

Personal Umbrella Policies - 12%

Pup Special - 10%

Home Business Policies - 12%

Non-Members

New Business:

Personal Umbrella Policies - 10%

PUP Special - 7%

Home Business Policies - 7%

Renewals:

Personal Umbrella Policies - 10%

Pup Special - 7%

Home Business Policies -7%