

# Business Case Template for Additional Commission Investments

Please complete the attached business case template where The Hartford is contemplating a commission investment above and beyond what is currently offered as part of our standard commission offerings. Incomplete submissions will not be processed. A thoughtful business case should be outlined and submitted to RVP.

**Please allow 10 business days from the date of request submission to your proposed start date.**

**Instructions:**

1. **Step 1:** Complete this form and obtain sign-off from your RVP
2. **Step 2:** RVP recommendation to Field Leader
3. **Step 3:** Field Leader Approves
4. **Step 4:** Admin submits completed form and “sign-off” form to the Agency Compensation mailbox (COMM Agency Compensation Team), and CC applicable “approver” noted above.
5. **Step 5:** Field Leader Admin to insert on tracking form

**AGENCY COMMISSION REVISION REQUEST**

<b>Agency:</b>																									
<b>Agency Contact/Title:</b>																									
<b>Master Location Code:</b>																									
<b>Agency Segmentation:</b>																									
<b>Financial Consideration For:</b>	Commission Change Special Deal																								
<b>Agency Financial 3 Year Results:</b>	3 Year Agency Financial Snapshot																								
	<table border="1"> <thead> <tr> <th>Year</th> <th>NWP</th> <th>NPIF</th> <th>TWP</th> <th>TPIF</th> <th>L/R</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2016</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2017</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	NWP	NPIF	TWP	TPIF	L/R	2015						2016						2017					
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**ADDITIONAL COMMISSION INVESTMENT | PLSC JOB AID**

**Outline the Business Case for increased Commission (be sure to include if this invest will result in):**

1. **Performance to current business plan** *(Printable character limit is 1,455)*
2. **Actions/Tactics to drive business result**
3. **Financial Evaluation**

<b>Commission Increase Request:</b>	Increase Auto New Business Commission From                      To
	Increase Auto Renewal Commission From                      To
	Increase Home New Business Commission From                      To
	Increase Home Renewal Commission From                      To

**Special Deal/Business Case & Proposal:** *(Printable character limit is 582)*

**PLSC:** **Date:(mm/dd/yy)**

**RVP Approval:** **Date:(mm/dd/yy)**

**Field Leader Approval:** **Date:(mm/dd/yy)**

