



ROYAL NEIGHBORS OF AMERICA®

IMO Change Request Form

Submit all change requests to agentcontract@royalneighbors.org

Agent Name: _____ Agent Number: _____

Guidelines

- (1) No agent changes within the first 30 days
- (2) Agent changes allowed 90 days after last change

Do not use this form for contract status changes.

New contracting documents are required for the following changes:

- 1. LOA to Commissioned *or* Commissioned to LOA
- 2. Individual to Entity *or* Entity to Individual

Pay Frequency Change

- From as earned to advanced (*Annualized Financial Agreement required*)
- From advanced to as earned

Commission Level and/or Hierarchy Change

New Commission Level: _____

New Direct Upline Name: _____

New Direct Upline Agent Number: _____

(Annualized Financial Agreement required for Hierarchy Change)

Submitter Information

Requester Name: _____

Requester Signature: _____ Date: _____

IMO Region Code: _____ IMO Agent Number: _____



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