



AGENT CONTRACT PROCEDURES CHECKLIST

Please complete the following enclosed forms.

Do not submit the contract, unless all required forms are enclosed.

#AGLB1058 Appointment Application

Must be completed thoroughly and signed by the agent. Also, include a copy of agent resident license and non resident license (if applicable) corresponding with the agent or corporate agent name appearing on the contract. This is a required form.

Commonly missed items you must provide:

1. **Birth Date**
2. **Social Security Number**
3. **Must answer background questions**

#L1341 Direct Deposit Authorization – EFT

All commission payments are deposited into the Agent's checking or savings account. Must provide a voided check or savings account information. Not a required form.

#04503000 75% Annualization

Must be signed by the agent. Not a required form.

#AGLB1056 Agency Agreement

Must be completed and signed by the agent. This is a required form.

Copy of Agent License

This is required.