



## **AGENT CONTRACT PROCEDURES CHECKLIST**

Please complete the following enclosed forms.

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

- #FGLI 4275 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**
  
- #04503000 80% Annualization**  
Must be signed by the agent. Not a required form.
  
- #Form W-9 Taxpayer Identification Certification**  
Must be completed and signed by the agent. This is a required form.
  
- #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.
  
- Copy of Agent License**  
This is required.