Contract Documentation Checklist

v Please ensure all forms are fully completed. Missing/Incomplete Information will delay processing.

Hierarchy Transmittal Form

- ☐ Filled out completely to show all levels of the hierarchy.
- ☐ The agent's name and SSN/TIN is documented to show the agent level requested

Contract Information Sheet

- ☐ Social security number, date of birth, contact numbers and e-mail address
- ☐ Home address and, if required, Commission Statement address are populated.
  A physical address is required for the Home address – a PO Box is not acceptable
  Additional Address History form is included - home address is less than 7 years
- ☐ License Information: Specific state and the license number should be legible on sheet
- ☐ Appointment State Information: requested appointment states are listed
  Additional Appointment States form is attached if requesting more than 5 states
  Florida County Selection Form: if requesting FL appointment
- ☐ Background Information: a brief explanation is provided if "yes" to either question
- ☐ Errors and Omissions: Name of Carrier, Policy Number, Per Incident/Year, Effective Date, Expiration Date are all filled out. Submit Proof of Coverage.
- ☐ Agency Information: this section is filled out if the agent is a principal of an agency
- ☐ Signature and Date

Participating Agent Addendum

- ☐ The agent level on the addendum matches what is on the Hierarchy Transmittal Form
- ☐ LOA Addendum: the upline signature is required on the form

Background Authorization Form

- ☐ All information is complete. This includes date of birth, drivers license number, etc.
- ☐ Signature and Date

W-9

- ☐ The name of the Payee is shown on the "Name" line.
  Business Name or doing business as (DBA) is entered on the "Business Name" line
- ☐ If the broker does not have a tax identification number, they may use their social security number as long as broker's name is listed on line 1 of W9 AND the name of the agency/corporation is listed on line 2
- ☐ Signature and Date

Electronic Fund Transfer Form (If broker wants commission by direct deposit)

- ☐ Name on Electronic Fund Transfer Form should match the Name on the W9 form
- ☐ Payment information: Broker must choose electronic fund transfer or check
- ☐ Bank name, routing and account numbers for electronic fund transfer selection
- ☐ Signature and Date

Marketing Summary Sheet

- ☐ This is completed if the requested agent level is a GA level or higher