



LEVEL FOUR[®]

Group, LLC

A DIVISION OF
CARR, RIGGS & INGRAM CAPITAL, LLC

DIRECT ANNUITY PROCESS

Client Forms Prepared by Advisor/Staff

Open Direct account at RJ in the COB system selecting the annuity registration type. Client signs MCA, LFF188 AND Annuity Application (for new policy) OR LFF154 (if transitioning). Also, be sure to check you are appointed with the carrier through Level Four.

Questions:

AdvisorSupport@LevelFourFinancial.com

Signed Forms to Level Four Operations

For transferring annuities, the RJ MCA and LF154 signed forms are sent to NewAccounts@levelfourfinancial.com.
For new annuities, the RJ MCA signed form is sent to NewAccounts@levelfourfinancial.com.
The LF188 & Annuity App are sent to NewBusiness@levelfourfinancial.com.

Questions:

NewAccounts@LevelFourFinancial.com

NewBusiness@LevelFourFinancial.com

Signed Forms to Carrier for Processing

When all are complete, signed forms are received by Level Four, the annuity paperwork will be processed by Level Four. This includes uploading to the RJ Portal & sending to the carrier. Advisors can check the status on the carrier's website or by calling the carrier directly.

Questions:

AdvisorSupport@LevelFourFinancial.com

Annuity Linked to RJ Direct Account

Once annuity is processed, carrier will send a data feed to RJ. Raymond James will link the annuity to the Direct Account based on the clients social security number.
**If carrier has a linking agreement with RJ.*

Issues:

RJ Linking Team
RJIG-Linking@RaymondJames.com

Commission Payouts

Carrier sends commissions to Level Four as a Broker Dealer. Level Four pays advisor.

Questions:

Advisor Support

Troubleshooting or FAQ?

If carrier confirms annuity is complete but it is not showing at RJ, Email annuity details to RJIG-linking@RaymondJames.com. Go to RJ My Practice/Annuities & Life Dashboard to view annuities and linking options.

Questions:

Advisor Support

Advisory services offered through Level Four Advisory Services, LLC, an SEC-registered investment adviser.

LevelFourGroup.com | 866.834.1040

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