North American annuity contracting checklist

This checklist is intended to provide you with a list of steps to help have a successful appointment with North American.

Follow these easy steps to get an agent contracted:

- ☐ Complete a Contract application in its entirety.
  - If you are contracting your corporation, include your name and Social Security number as well as the corporation's name and Taxpayer ID number.
  - If you have a Broker/Dealer, include their information.
  - If you are a resident of California, Minnesota or Oklahoma, the Credit authorization form is required.
- ☐ Transmittal form
  This form will need to be completed by your supervising entity, FMO or MGA office.
- ☐ Include proof of current Errors and Omissions (E&O) coverage (declaration page).
  North American requires coverage of $1 million aggregate and $1 million per occurrence. Typically this comes in the form of a declaration page from the contract.
- ☐ Anti-Money Laundering (AML)
  This is a USA PATRIOT ACT requirement. We have LIMRA training available to you or, if you have completed this through another source, provide a copy of the certificate for the course completed.
- ☐ It is required to have your commissions deposited directly into your bank account. Send a completed Direct deposit authorization form along with a voided check. Please be sure to complete the form in its entirety.

Annuity product training:

- ☐ Annuity product training may be required to be completed ***before*** the solicitation of annuity business as deemed necessary by the specific state in which you are writing business.
  - The product training must be completed before any pending annuity business will be processed.
  - To complete product training via the RegED Platform, visit https://secure.reged.com/TrainingPlatform/ at any time to register your account.
- ☐ Read the product details of Fixed annuity product guide.
- ☐ State-specific suitability CE requirement as applicable
  Be sure to check with your state's department of insurance for any suitability requirements that are required to sell annuities.
  The state-specific suitability requirement is for both residents and non-residents alike to be completed as the states deem necessary before soliciting annuity business.
- ☐ Read the procedures outlined in the Annuity Compliance manual.

Note: If you are submitting a new business application, please complete the above requirements prior to meeting with the client. This will help your future business process efficiently.

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