



TO ALL AGENTS

COMPENSATION HIERARCHY SCHEDULE

Recruiter Name	Recruiter Contract #	Contract Level
New Producer Name	Contract Level	
Circle which option they will be paid	OPTION A or OPTION X	
Additional Instructions		

PLEASE REVIEW THE FOLLOWING CHECKLIST BEFORE RETURNING TO THE HOME OFFICE FOR PROCESSING

Checking each item will help you to ensure that we have all the information that we need to process your appointment. **We can not start processing without this information!**

- Completed **Agent Appointment/Licensing Application**. *(Please complete each question)*
We must have a complete address and a full 5 years employment history!
- Copy of your current **Errors & Omissions** Declaration Page. This page must show your aggregate amounts and deductible. With a minimum aggregate amount of \$500,000.00 with coverage of \$500,000.00 per occurrence and a deductible not exceeding \$10,000.00.
Please make sure your coverage has not expired.
- Producer Agreement**. Original signed and returned to the Home Office or initial each page and fax to 888-350-0020.
- Signed **Authorization for Background Investigation**
- Clear **copy of your license** for the states you will be appointed in. If commissions are being paid to your agency or corporation, we will require a copy of the agency/corporation license for each state you are requesting appointment in.
- Commissions** are paid via electronic fund transfer, **you must** complete the bank information on page 8 of the Producer Agreement and **you must** submit a void check with your paperwork
- Additional Forms-**
 - California** - California Fair Claims & Settlement Practices Regulations certification
 - West Virginia** - Application for Non Resident Agent Appointment
 - Georgia** - State of Georgia Request for New & Terminated Certificate of Authority

PLEASE RETURN THIS PAGE WITH YOUR CONTRACT

Signature of Recruiting Agent

Date