Midland National Appointment Instructions and Fixed/Index Annuity Paperwork Guidelines

Agent Appointment Process

- Complete form number 12270Y, ***Financial Institutions: Licensed Only Producer Fixed Agent Application*** (appointment form). Fax *Application* along with a copy of your insurance license to (877) 586-0248.

- Complete the Bank Certification found at http://mnlbank.agentcertification.com. Instructions can be found on the MNL Bank Certification Instructions document. Complete "full" version if selling both Fixed and Index Annuities and complete the "traditional" version if only selling fixed annuities.

An agent must have a MNL Agent number and have completed the required certification prior to submitting any business.

New Business Required Forms

- **Fixed Annuity Application** (11292Y) - Please list product name and rate guarantee period in "Product Selection" top of page three. Rev. 07/10

- **Disclosure Form** (Dynamic Choice 12915Y Rev. 05/11, Guarantee Ultimate 14304Y Rev. 09/11, Endeavor 4 14290Y 10/11, Endeavor 6 14291Y Rev. 04/11) – Required with all applications.
  - Verify owner(s) have initialed next to the surrender charge option elected and sign. One copy to Midland, second copy for owner.

- **Suitability Form** (11795Y) – Required with all applications. Rev. 01/12
  - Please read directions very carefully. Entire form must be completed. Verification of ID is contained in this form

- **Annuity Replacement Form** – Required if your client has an existing or pending life insurance or annuity contract (required for NAIC States with all applications). Rev. 04/11

- **Transfer Form** (6780Y) – If applicable. Rev. 09/10
  - Please include the estimated premium amount on the application.

- **Fixed Index Annuity Allocation Form** (14238Y) - Required for all Index Annuities only. Rev. 11/11

- **Single Premium Disclosure Form** (6778Y) – Required with all applications in **Ohio** only. Rev. 09/08

- **Certification of Trust Agreement** (10112Y) – Required when a Trust is listed as an ***owner or beneficiary*** on the application. Rev. 08/10
  - Copy of Trust Document is not Required

Additional Paperwork Notes:

- **Beneficiary Designation Form** (8014Y) – Available if additional space is needed. Rev. 05/11

- **Non-Resident Verification Form** (12554Y) – To be used when client signs in state other than home state. Rev. 03/11

- **Multi-Gen Distribution Form** (8103Y) – Required when setting up Inherited IRA's. Rev. 5/08

- **DO NOT USE WHITE OUT** or alter forms. If you have a correction, cross it out and have the owner/annuitant initial the change.

To order Sales Materials or if you have Paperwork Questions, please call your Midwood Financial Key Account Manager:

Patti Thompson

866.959.1010, Ext.705 *pthompson@midwoodfinancial.com*

MIDWOOD M FINANCIAL SERVICES, INC.