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 so it satisfies for both Fixed and Index 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 14309Y Rev. 02/12, Guarantee Ultimate 18138Y Rev. 06/13, Endeavor 4 14290Y 03/13, Endeavor 6 14291Y Rev. 07/13) – 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.

- ❑ **Verification of ID Form** (11416Y) – Required with all applications. Rev. 10/10
  - A government issued non-expired form of ID is required.

- ❑ **Annuity Replacement Form** (NAIC - 6779Y) – 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. 02/13
  - Please include the estimated premium amount on the application.

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

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

- ❑ **Certification of Trust Agreement** (10112Y) – Required when a Trust is listed as an ***<u>owner or beneficiary</u>*** on the application. Rev. 04/12
  - Copy of Trust Document is <u>not</u> 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. 10/11

- ❑ **Multi-Gen Distribution Form** (8103Y) – Required when setting up Inherited IRA's. Rev. 05/11

- ❑ 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*

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