

Midland National® Immediate Annuity New Business Checklist

Client's Name: _____

Thank you for choosing Midland National for your annuity business! We look forward to receiving your application. Below are guidelines and forms you'll need to complete your sale. Go paperless and save time by using Annuity e-App! These forms are also available on the web site at MidlandNational.com or call our Sales Support Team at 877-586-0241.

Questions to Ask Before Soliciting:

- ☐ Does the owner/annuitant exceed the maximum issue age for the product selected?
- ☐ Does the premium meet the minimum guidelines for this product?
- ☐ Have all agent training requirements been completed?

New Business Guidelines:

- For ease of business, be sure to provide the correct agent code.
- Original paperwork with wet signatures is required to set up an application unless the business is submitted through our Annuity e-App and the client elects to e-sign. Stamped signatures are not allowed.
- Use the most current, state-specific forms.
- The client's address on the application must be a street address. If the client uses a P.O. Box for mailing, please submit this on a separate sheet of paper.
- Beneficiaries must equal 100% and include the beneficiary's address and social security number. Ensure distributions at death are payable to the intended recipient. (Helpful Hint: Do not use 33.33% for three beneficiaries; one must be 33.34% to add up to 100%.)
- **DO NOT USE WHITE OUT** or alter our forms. If you have a correction, cross it out and have the owner/annuitant initial the change.
- Review all forms for completeness and ensure forms are properly signed and dated. Dates should match on all forms.
- Make copies of all paperwork to keep on file for your records.
- When sending corrections, be sure to write the policy number on all pages mailed or faxed to our office to ensure they are matched to the correct file. Fax New Business at 877-586-0243, or email New Business at nbprocessors@sfgmembers.com.

Special Instructions:

New Business Forms (Check [New Business Forms Chart 7372Y](#) for appropriate state variations):

- ☐ **Fixed Annuity Application**
- ☐ **Payout Election Form** – Please make sure to attach a voided check. (For savings accounts, please provide routing and account numbers on bank letterhead with officer's signature and title.)
- ☐ **Annuity Replacement Form** – Required if this annuity will be replacing or changing a life insurance or annuity contract. Also, NAIC states require this form if your client has an existing or pending life insurance or annuity contract. Some states require additional replacement forms or comparison forms.
- ☐ **Transfer Form** – Required if a transfer is involved. Be sure to include the estimated premium amount on the application.
- ☐ **Beneficiary Designation Form** – Available if there isn't enough room on the application for beneficiaries.
- ☐ **Certificate of Power of Attorney** – Required when the owner has an attorney-in-fact signing on his/her behalf.
- ☐ **Certification of Trust Agreement** – Required when a trust is listed as an owner or beneficiary on the application.
- ☐ **Certification of Charitable Trust Form** – Required when a charitable trust is listed as an owner or beneficiary on the application. Please contact the home office for specific requirements for this business.
- ☐ **Tax Exempt Certification** – Required when a tax exempt entity is listed as the owner on the application. Please contact the home office for specific requirements for this business.
- ☐ **Corporate Owner Certification** – Required when a corporation is listed as an owner on the application. Please contact the home office for specific requirements for this business.
- ☐ **Non-Resident Verification Form** – Required when the product is sold outside of the client's resident state. Please note: the product must be approved in the client's resident state.
- ☐ **Suitability Form** – Required when Midland National is performing suitability review.
- ☐ **Non-Natural Owner Suitability Form** – Required when Midland National is performing suitability review.
- ☐ **Disclosure & Comparison Form** – Required for all annuity to annuity replacement transactions in all states EXCEPT Arkansas, Florida and Nevada.
- ☐ **State-specific Disclosure & Comparison Form** – Required for replacements in Arkansas, Florida, and Nevada. See New Business Forms Chart 7372Y for appropriate state guidelines.

Overnight to:

Midland National® Life Insurance Company
4350 Westown Parkway, West Des Moines, IA 50266