

Appointment Instructions

In order to complete your appointment request, please complete the following personal information packet (PIP). Upon receipt of your PIP, your information will be input into our online system called SureLC, which stores your information and carrier contracting forms. In the future, should you desire to be appointed with any additional carriers, we will use this information to complete contracting paperwork on your behalf, increasing speed and efficiency. The carriers also require an electronic approval so be sure to look for emails from Surancebay.com to complete your submission to the carrier.

Checklist:
☐ Questionnaire completed and signed
\square Include letter of explanation for any questions answered yes
☐ Signed signature page
☐ Signed EFT form and void check (most carriers require EFT)
☐ Copies of your agent and/or agency state insurance licenses
☐ Copy of your E&O coverage
☐ Copy of NAIC state required Annuity or LTC CE
☐ Copy of Anti Money Laundering Completion
☐ I understand that before submitting business I may be required to complete carrier specific product training for Annuities, IUL, and Medicare.

Please send all documents to:

E-mail: fargo.licensing@simplicitygroup.com

Fax: 800.293.9897 **Phone:** 800.373.9807

Carrier Appointment Request

*****IMPORTANT *****

Most carriers now utilize just-in-time contracting. What does that mean?

Your contract will not be submitted until a client application is received. At that time the agent background and vector check will be completed. Please submit client information with this contracting paperwork and your contract will be processed immediately.

Annuity Product Training and Medicare Certification are still required prior to solicitation.

	✓ To Get Appointed	Appointment process	E&O Required	Requires Add'l Paper or Link		✓ To Get Appointed	Appointment process	E&O Required	Requires Add'l Paper or Link		✓ To Get Appointed	Appointment process	E&O Required	Requires Add'l Paper or Link
Accordia Life (Global Atlantic)		JIT	Ν		Guarantee Trust Life		JIT	Υ		New York Life- Annuity		JIT	Υ	
Aetna/Silverscript		Р	Υ	L*	Guaranty Income Life		JIT	N		New York Life- Life		JIT	Υ	
Aetna- ACI, ACC, AHIC, AHLIC, CLI ¹		JIT ^C	Υ		Guggenheim		JIT	Y		North American- Annuity		JIT	Υ	
AIG American General		JIT	Υ		Humana		Р	N	L*	North American- Life		JIT	Υ	
AIG GIWL		Р	Υ		Illinois Mutual		JIT	N		OceanView Life & Annuity		JIT	Υ	
AIG Partners Group		JIT	Υ	P*	Individual Assurance Company		Р	N	L*	Ohio National		JIT	Υ	
Allianz Life		Р	Υ		Integrity Life		JIT	Υ		Ohio State Life Ins Co		JIT	Υ	L*
Allianz Life - Preferred		Р	Υ		Integrity Life (Legacy)		JIT	Υ		OneAmerica/State Life		BS	Υ	
American Equity		JIT	Υ		Investors Heritage- Annuity		Р	Υ		Oxford Life/Christian Fidelity		P	Υ	L*
American Life		JIT	Υ		John Hancock		JIT ^B	Υ		Pacific Guardian Life		JIT	Υ	
American National		JIT	Υ		Lafayette Life		JIT	Υ		Pacific Life		JIT	Υ	
Americo- Life		JIT	Υ		Legacy Marketing		JIT	Y		Pacific Life Lynchburg (Promise)		JIT	Υ	
Americo/Great Southern- Med Supp		JIT	Υ		Liberty Bankers Life- Annuity		BS	N		Penn Mutual		JIT	Υ	
Ameritas- Annuity (Legacy)		JIT	Υ		LifeShield National Ins Co ²		Р	Υ		Principal Life		JIT	Υ	
Ameritas- FLX Series		JIT	Υ		Lincoln Financial- Annuity		JIT	Υ		Protective Life		JIT	Υ	
Assured Life Association		JIT	Υ		Lincoln Financial- Life, LTC		JIT ^A	Υ		Prudential Life Ins- Life		JIT ^B	Υ	
Assurity- Life, CI, DI, Health		JITA	Υ		Manhattan Life Assurance (MAC)		Р	N	L*	Prudential Life Ins- Annuity		JIT	Υ	
Assurity- Annuity		Р	Υ		Mass Mutual		Р	Υ	L*	Reliance Standard		JIT	Υ	
Athene Annuity & Life		JIT	Υ		Mass Mutual Ascend		JIT	Υ		Sagicor		P	Υ	
Atlantic Coast Life- Annuity/RPM		JIT	Υ		Medica		Р	Υ	L*	Sanford		P	Υ	
Atlantic Coast Life- MedSupp		JIT	Υ		Medico Corp		Р	Y		SBLI of MA		JIT	Υ	
Baltimore Life		JIT	Υ		Met Life (LTC)		JIT	Υ		Sentinel- Annuity/RPM		JIT	Υ	
Banner (Legal & General)		JIT	Υ		Minnesota Life (Securian)-Annuity		JIT	Y		Sentinel- Life, MedSupp ¹		JIT	Υ	
Bestow		Р	Υ	L*	Minnesota Life (Securian)-Life		JIT	Y		SILAC		P	Υ	L*
Blue Cross Blue Shield ND		Р	Υ		Mut of Omaha Cos- Life, CI, DI		JIT	Υ		Symetra- Life		JIT	Υ	
Blue Cross Blue Shield MN1		Р	Υ	P*	Mut of Omaha Cos- Medsupp, Denta		JIT	Y		The Standard		JIT	Υ	
Cigna- ARLIC, CHLIC, CNHIC, LOYAL		JIT	Υ		Mut of Omaha Cos- PDP		JIT	Y		Transamerica Life Ins Co ¹		JIT	Υ	
Cigna Healthspring		Р	Υ		Mut of Omaha Cos- LTC		JIT	Y		Trinity Life/Family Benefit		P	Υ	
Columbus Life		JIT	Υ		Mutual Trust Life		JIT	Υ		UCare		P	N	P*
Delaware Life		JIT	Υ		Nassau Life & Annuity		BS	Υ		United Healthcare		P	Υ	L*
Equitable (formerly AXA)		BS	Υ		Nationwide		JIT	Υ		United Life		JIT	Υ	
EquiTrust		JIT	Υ		National Care Dental		JIT	Υ	L*	United States Fire		JIT	Υ	
F&G Annuities & Life		BS	Υ		National General Acc & Health		JIT	Y	L*	Unity Financial ¹		JIT	N	
Foresters		JIT ^A	Υ		National Guardian Life		JIT	Υ		Upstream Life		P	Υ	L*
Forethought (Global Atlantic)- Ann		JIT	Υ		National Life Group- LSW		JIT	Υ	L*	Wellcare (Centene)		P	N	L*
Forethought (Global Atlantic)- LTC		JIT	Υ		National Western- Annuity		JIT	Υ		Western United Life (Manhattan)		Р	N	L*
Gerber Life		JIT	N		National Western- Life		JIT	Υ		Zurich		JIT ^B	Υ	
* If a carrier doesn't participate in SureLC add'l info is required and will be emailed to you: L - online link P - paper contract Q - must prove qualification ** Exception if agent writing TermAccel eApp send in contract right away with client name, state signing and that agent is writing TermAccel eApp. JIT - Just in Time: Appt with state is not submitted until business is received, please provide client information below and submit copy of app to SG. A Exception if agent is doing eApp, submit contract with client name, state signing and that agent is doing eApp														
^B First Application should be pa			can b	e use	d after agent is appointed.									
^C Does not process contracts during AEP.														
BS - Business Strictly Required: Carrier will not hold contract. Business is required, please provide client information below.														
P - Pre-Appointment Required: Requires agent number before business can be written. Also applies to pre-appointment states.														
¹ All Resident appointment fees are paid by agent														
² Resident renewal fees are paid by a	gent													
I agree to be appointed with the carr	riers i	reque	sted	abov	e:						_			
					Agent Signature							Da	te	

Carrier

App Date

Client Name (if applicable)

Producer Information Packet (PIP)

Agency Name/Principal Name
DBA: Individual Business Entity Assign Commission to
Date of Birth (Month/Day/Year) Sex Social Security Number NPN (National Producer Number)
Drivers License Number State Expiration Date
Producer Legal First Name MI Last Name Preferred First Name
A No
Agency Name Agency Tax ID
Title (President, VP, Owner, Partner, etc) Email Address
Business Phone Cell Phone Fax
Resident Address City State Zip Code
Business Address City State Zip Code
Send all mail to: Business Address Home Address
States to be appointed in: List Resident State First Are you a Registered Rep with FINRA? Yes No
AML Completion Date (need every 2 years) AML Provider: Other provider name LIMRA WEBCE OTHER
NAIC Annuity Training Completion Date NAIC LTC Training Completion Date
E&O Carrier Expiration Date
This is this an Agency policy. (If individual name is not listed on policy please provide a letter from the E&O Carrier listing agents covered under agency policy)

Please provide copies of Licenses, AML, E&O and Training Certificates.

ELECTRONIC FUND TRANSFERS (EFT)

Account Owner Name	e (Required):						
Гransit/ABA #:							
Account #:							
Financial Institution N	ame:						
Branch Address:							
	State:						
By signing below I he	ecking Saving Phreby authorize the Company to i	nitiate credit entries					
indicated on this form received written notifi- authorization is subje-	nts for credit entries in error to the . This authority is to remain in fucation from me of its termination ct to the terms of any agent or regreement that I may have now, or	III effect until the Cor I. I understand that the epresentative contract	mpany has his ct, commission				
Signature:		Date:					
Attac	ch copy of the check here deposit slip for sav	•	ecount or				

Signature Authorization

PLEASE READ THIS AUTHORIZATION, SIGN IN THE BOX BELOW AND SUBMIT THIS FORM BY FOLLOWING THE INSTRUCTIONS PROVIDED ON THE COVER PAGE.					
SuranceBay, LLC and its general agency customers (the "Authorized Parties") to affix or append a copy of my signature, as set forth below, to any and all required signature fields on forms and agreements of any insurance carrier (a "Carrier") designated by me through the SureLC software or through any other means, including without limitation, by e-mail or orally. The Authorized Parties shall be permitted to complete and submit all such forms and agreements on my behalf for the purpose of becoming authorized to sell Carrier insurance products. I hereby release, indemnify and hold harmless the Authorized Parties against any and all claims, demands, losses, damages, and causes of action, including expenses, costs and reasonable attorneys' fees which they may sustain or incur as a result of carrying out the authority granted hereunder.					
By my signature below, I certify that the information I have submitted to the Authorized Parties is correct to the best of my knowledge and acknowledge that I have read and reviewed the forms and agreements which the Authorized Parties have been authorized to affix my signature. I agree to indemnify and hold any third party harmless from and against any and all claims, demands, losses, damages, and causes of action, including expenses, costs and reasonable attorneys' fees which such third party may incur as a result of its reliance on any form or agreement bearing my signature pursuant to this authorization.					
Please sign in the center of the box below. Please use BLACK ink.					

PRODUCERIDXXX

Legal Questions

Name:	

1	Have you ever been charged or convicted of or plead guilty or no contest to any Felony, Misdemeanor, federal/state insurance and/or securities or investments regulations or statutes? Have you ever been on probation?	Yes No
1A	Have you ever been convicted of or plead guilty or no contest to any Felony?	Yes No
1B	Have you ever been convicted of or plead guilty or no contest to any Misdemeanor?	Yes No
1C	Have you ever been convicted of or plead guilty or no contest to a violation of federal or state securities or investment related regulations?	Yes No
1D	Have you ever been convicted of or plead guilty or no contest to a violation of state insurance department regulations or statutes?	Yes No
1E	Has any foreign government, court, regulatory agency, or exchange ever entered an order against you related to investments or fraud?	Yes No
1F	Have you ever been charged with a Felony?	Yes No
1G	Have you ever been charged with a Misdemeanor?	Yes No
1H	Have you ever been on probation?	Yes No
2	Have you ever been or are you currently being investigated, have any pending indictment, lawsuits, or have you ever been in a lawsuit with an insurance company?	☐ Yes☐ No
2A	Are you currently under investigation by any legal or regulatory authority?	Yes No
2B	Have you been under investigation by any insurance company?	Yes No
2C	Have you ever been or are you currently involved in any pending indictments, lawsuits, civil judgments or other legal proceedings (civil or criminal) (you may omit family court).	Yes No
2D	Have you ever been named as a defendant or codefendant in a lawsuit, or have you ever sued or been sued by an insurance company?	Yes No
3	Have you ever been alleged to have engaged in any fraud?	Yes No
4	Have you ever been found to have engaged in any fraud?	Yes No
5	Has any insurance or financial services company or broker-dealer terminated your contract or appointment or permitted you to resign for reason other than lack of sales?	Yes No
5A	Were you fired because you were accused of violating insurance or investment related statures, regulations, rules or industry standards of conduct?	Yes No
5B	Were you fired because you were accused of fraud or the wrongful taking of property?	Yes No
5C	Failure to supervise in connection with insurance or investment related statues, regulations, rules or industry standards of conduct?	Yes No
6	Have you ever had an appointment with any insurance company denied or terminated for cause?	Yes No
7	Does any insurer, insured, or other person claim any commission chargeback or other indebtedness from you as a result of any insurance transactions or business?	Yes No

8	Has any lawsuit or claim ever been made against you, your surety company, or errors and omissions insurer arising out of your sales or practices, or, have you been refused surety bonding or E&O coverage?	☐ Yes ☐ No
8A	Has a bonding or surety company ever denied, paid on or revoked a bond for you?	Yes No
8B	Has any Errors & Omissions (E&O) carrier ever denied, paid claims on or cancelled your coverage?	Yes No
9	Have you ever had an insurance or securities license denied, suspended, cancelled or revoked?	Yes No
10	Has any state or federal regulatory body found you to have been a cause of an investment – or insurance – related business having its authorization to do business denied, suspended, revoked, or restricted?	☐Yes ☐No
11	Has any state or federal regulatory agency revoked or suspended your license as an attorney, accountant, or federal contractor?	Yes No
12	Has any state or federal regulatory agency found you to have made a false statement or omission or been dishonest, unfair, or unethical?	☐Yes ☐No
13	Have you had any interruptions in licensing?	Yes No
14	Has any state, federal or self-regulatory agency filed a complaint against you, fined, sanctioned, censured, penalized or otherwise disciplined you for a violation of their regulations or state or federal statutes? Have you ever been the subject of a consumer initiated	☐ Yes ☐ No
14A	Has any regulatory body ever sanctioned, censured, penalized or otherwise disciplined you?	Yes No
14B	Has any state, federal, or self-regulatory agency filed a complaint against you, fined or sanctioned you?	Yes No
14C	Have you ever been the subject of a consumer initiated complaint?	Yes No
15	Have you personally or any insurance or securities brokerage firm with whom you have been associated filed a bankruptcy petition or declared bankruptcy?	☐ Yes☐ No
15A	Have you personally filed a bankruptcy petition or declared bankruptcy?	Yes No
15B	Has any insurance or securities brokerage firm with whom you have been associated filed a bankruptcy petition or been declared bankrupt either during your association or within five years after termination of such association?	Yes No
15C	Is the bankruptcy pending?	☐ Yes☐ No
16	Are there any unsatisfied judgments, garnishments or liens against you?	Yes No
17	Are you connected in any way with a bank, savings & loan association, or other lending or financial institution?	Yes No
18	Have you ever used any other names or aliases?	Yes No
19	Do you have any unresolved matters pending with the Internal Revenue Service or other taxing authority?	☐ Yes ☐ No
	I attest that the information I have provided is true to the best of my knowledge. I acknowledge to any information changes, I will notify Sunderland Group within 5 days of such change. Further, I understand that Sunderland Group may contact me when I need to answer carrier specific quest	

Signature: ______Date: _____

Letter of Explanation

Question #	_Date of Action:/
Action:	
Question #	_Date of Action:/
Action:	
	_Date of Action:/
Action:	
	_Date of Action:/
Action:	
Reason:	
Explanation:	

NOTE Use additional paper if necessary

Employment History

Please provide past 5 years of address filstory.									
From:/ To:/									
Company:	Position:								
Location:									
From:/ To:/									
Company:	Position:								
Location:									
From:/ To:/									
Company:	Position:								
Location:									
Address History									
Please provide past 5 years of address history:									
From:/ To:/									
Address:	State: Zip code:								
From:/ To:/									
Address:	State: Zip code:								
From:/ To:/									
Address:	State: Zip code:								

Advanced Commissions

What is Advanced Commission?

Sunderland Group is proud to offer advanced commissions. We want to make you aware that advanced commissions are usually a loan from the CARRIER based on your clients continuing to pay their modal premiums. Many of the CARRIERS charge a fee of 3-5% on the dollar amount advanced because it is a loan. If you were advanced \$1,000 they may charge \$50 advance fee and pay you \$950. CARRIERS can also base the advance calculation on the annual premium, NOT the modal premium causing you to lose out on difference. Annual premium does not always equal the monthly premium x 12 or quarterly premium x 4. We encourage you to make sure you know exactly what each CARRIER will charge for advancement prior to getting set up on advancement.

Please initial each line below to acknowle	dge that you have read it
	ride current verifiable proof of production to be erifiable Production: 1099, Carrier Production etc.
I understand that each CARRIER will conc completion it is at the sole discretion of each Accept/Reject the proposed advancement	ch CARRIER and/or Sunderland Group to
I understand that not all CARRIERS offer	advanced commission.
I understand if you request to have advance submitted, we cannot guarantee that your	
occurs as a result of advances, and I agree commissions in accordance with existing la I do not pay all amounts due to the CARRI	ER for any overpayment of commissions that e that CARRIER will recapture and/or recoup apse or cancellation rules for inforce policies. If ER, Sunderland Group will use all means RRIER has made demand for repayment. All
Please check box if applies	
I would like a copy of advanced commission	on forms for the CARRIERS I have checked
Sunderland Group can terminate advances at any time this happens you will receive written notice of the term advances under this Addendum, all commission advantil there is no balance left. If you do not continue written must be arranged for the remaining balance owed.	nination from the Company. Upon termination of nces shall cease and the Advance Debt reduced
I understand and acknowledge the guidelines	s of Advanced Commissions above:
Signature:	Date: