



## New Agent Appointment Checklist

Please immediately return all licensing information to your manager.

*To prevent delays with your appointment, please be sure the following information is submitted:*

- A. Complete and sign the enclosed Application For Appointment and Producer Agreement.
- B. Sign the applicable plan Commission Supplement. (This supplement will become part of your Producer Agreement on file at American Select.)
- C. Complete IRS Form W-9.
- D. Attach a **photocopy of your current State Insurance License** or Certificate of Authority.
- E. Appointment Fees: Attach your check, made payable to American Select, for the required state appointment fee (one per state). See reverse side of this form for fee.
- FOR AGENTS WHO ASSIGN COMMISSIONS to their manager: Submit the Application for Appointment and Assignment Form (assigning commissions to your manager) and complete steps D, E & F listed above.

**In the envelope provided**, return the completed and signed Application for Appointment and Producer Agreement, signed Commission Supplement, completed IRS Form W-9, copy of current license and appointment fee(s) (if applicable). Once the proper requirements have been returned, a Welcome Kit with a start-up quantity of supplies and confirmation of carrier appointment will be sent automatically.

A brief background investigation and credit history may be completed on each agent requesting appointment.

If you have any questions regarding contracting, please call 800-723-6493 and ask for Licensing.

# Required State Appointment Fees\* Per Carrier (Insurance Company)

All Requests For Appointment MUST INCLUDE A COPY OF A CURRENT LICENSE for each state in which you are requesting to be appointed.

## State Licensing and Appointment Information

Alabama	\$30.00	OK to submit new business after appointment sent to state (immediate)
Arizona	No Fee	OK to submit new business with hiring packet (immediate)
Arkansas	No Fee	Must be appointed prior to submitting business (10-day wait)
Colorado	No Fee	OK to submit new business with hiring packet (immediate)
Florida**	\$60.00	Only good until agent's birthday, then must renew and pay \$60 again for four years (immediate)
Georgia	\$20.00	Must be appointed prior to submitting new business (7-day wait)
Illinois	No Fee	OK to submit new business with hiring packet (immediate)
Indiana	No Fee	OK to submit new business with hiring packet (immediate)
Michigan	\$5.00	OK to submit new business after appointment sent to state (immediate)
Mississippi	\$10.00	OK to submit new business after appointment sent to state (immediate)
Missouri	No Fee	OK to submit new business after appointment sent to state (immediate)
Nebraska	\$8.00	OK to submit new business after appointment sent to state (immediate)
Ohio	\$20.00	OK to submit new business after appointment sent to state (immediate)
Pennsylvania	\$15.00	OK to submit new business after appointment sent to state (immediate)
S. Carolina	No Fee	OK to submit new business after appointment sent to state (immediate)
Tennessee	\$15.00	OK to submit new business after appointment sent to state (immediate)
Texas	\$10.00	OK to submit new business after appointment sent to state (immediate)
Virginia	\$14.00	OK to submit new business with hiring packet (immediate)
West Virginia	\$25.00	Must be appointed prior to submitting new business (wait)
Wisconsin***	\$7.00	OK to submit new business with hiring packet (immediate)

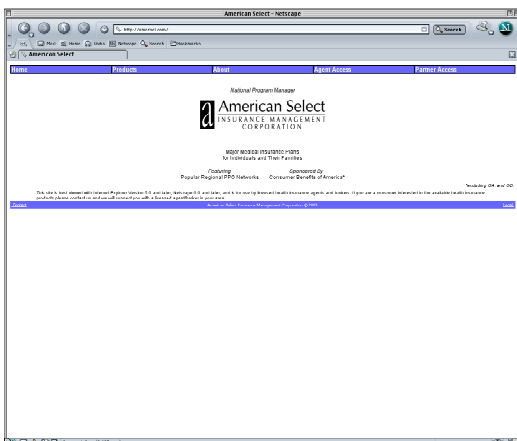
\* Fees are subject to change by each state.

\*\* Current policy of collecting the \$60 appointment fee for writing agents after 20 submitted applications is still being utilized but may change in the future.

\*\*\* Agents who hold a non-resident license in WI must pay \$24 for appointment fee.

**ALL PRODUCTS MAY NOT BE AVAILABLE IN ALL STATES LISTED ABOVE.**

**You can now order supplies online for products in states where you are currently appointed!!**



1. Logon to [www.amersel.com](http://www.amersel.com)
2. Click on the Agent Access link
3. Enter your American Select agent number
4. Enter your password (*If you have not changed your password yet, it will be your SSN or Tax ID on file with us. Make sure your enter numbers only, no spaces or dashes.*)
5. Choose the Order Supplies Online link under the Agent Functions link
6. Choose the product for which you would like to order supplies (You may only order supplies for the products in states where you are currently licensed.)
7. Choose your shipping method
8. Your request will be emailed to your manager for fulfillment

If you have any difficulties ordering supplies, please call your manager.