

Agent Licensing Paperwork Checklist

- I. Completed Licensing paperwork using available forms at USFLI.com should include:
- a. One (1) **Application for Agent Appointment**;
 - b. One (1) signed **Brokerage Agreement**;
 - c. One (1) Photocopy of the **agent's license**;
 - d. One (1) completed **W-9 request for Taxpayer Identification Number and Certification form**.
- II. Please verify that you have completed the following critical portions for the licensing paperwork correctly.
- a. Please complete the General Agent area, upper left corner of the application with the agency name.
 - b. Please indicate if new Applicant or Renewal in the upper right corner of application.
 - c. **Please verify that your name reads EXACTLY THE WAY IT APPEARS ON YOUR AGENT LICENSE AND LIFE APPLICATIONS.** (For example, if your name is John L. Doe II, then this name and **ONLY** this name should be written on **ALL** paperwork submitted into U.S. Financial Life Insurance.
 - d. Your resident county is listed.
 - e. The application is signed and dated.
 - f. The assignment form is signed, dated and witnessed, if applicable.
 - g. All copies of the Brokerage Agreement are signed and dated by Agent and General Agent.
- III. If you wish to **assign** your commissions, you must complete question #3 on the front and the entire back of the Application for Agent Appointment form. We will need a copy of a **license for the corporation** to which you are assigning your commissions. A corporate license must be submitted for all states, except the following AL, DE, FL, GA, IA, KS, LA, MO, MS, NE, NJ, NM, TN, TX (non-resident)WI, and WV.
In the states AL, MA, and WV-for non-residents-**an original notarized state form** must be completed, along with a letter of certification. In the state of GA, an original state form must be completed. Please ensure that we have the correct TAX ID, on W-9, Part I, Employee Identification Number for the corporation. If submitted incorrectly, it will be rejected by the IRS.

Once paperwork is completed, mail it to your General Agent – not directly to USFL. We will begin processing your paperwork at the Home Office upon receipt. We will send a letter to your General Agent indicating your USFL code number to be used on future policy application submissions. **After receiving your agent code number, please indicate the code number on page (8) of the life application, and on all paperwork submitted to U.S. Financial.**

Please take note: DE, WA and SD are pre-appointments states. Please submit all agent contracting and appointment requirements prior to, or with the submitted life application.