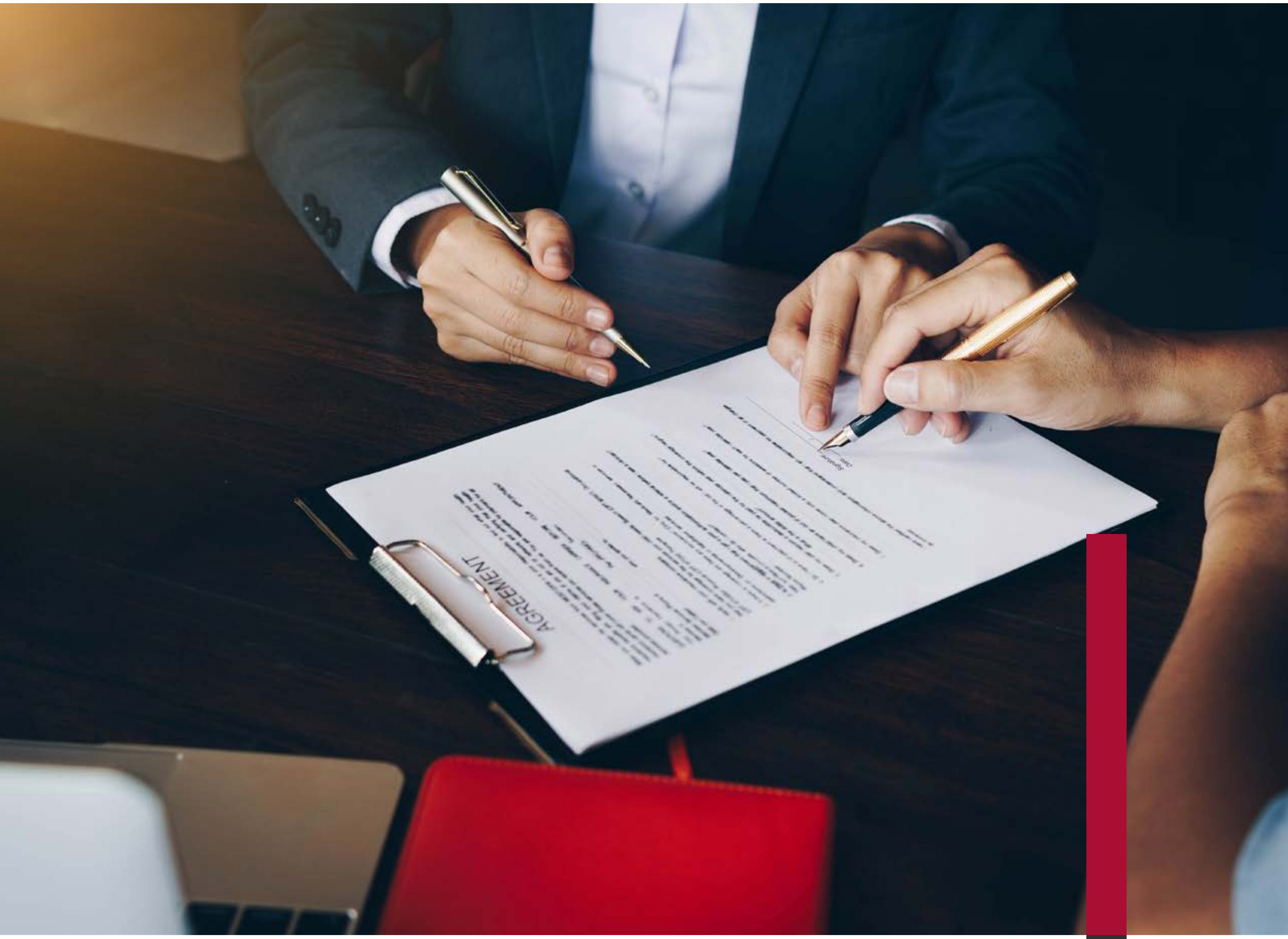
pinnacle
FINANCIAL SERVICES

ANNUITY
CHECKLIST

AGENT SALES AID

2019



Have you completed your state Annuity training if required?

Complete all the paperwork. Are your forms current? Review the documents before client meeting. Ask “for this transaction, what do I need?” When in doubt, fill it out. Check your work. Beware of different uses of terminology by different carriers. Assist the client with the proper completion of all forms. Verify that beneficiary names, and distribution shares and terms are correct. Also provide beneficiary Social Security numbers.

If this is your first case with that annuity carrier, is your contracting and other new agent requirements completed (ex. Anti-Money laundering, Indexed product CE or certification)?

HELPFUL **HINTS**

Get your Annuity business submitted without any delays.

APPLICATION

- [ ] Provide ALL required client information, and verify it's accuracy, (i.e. no P.O. box.)
- [ ] ALL questions MUST be answered.
- [ ] If joint owner, application must be signed by both owners.
- [ ] If multiple beneficiaries, what form or format is required or accepted? (Varies by company.)
- [ ] Attach a cover letter explaining special requests, (letter must be signed by client/agent.)
- [ ] Use proper forms of payment.
- [ ] Is there prior approval for a large case, (i.e. $1 MM+,) or an issue exception?

PRODUCT & DISCLOSURE

- [ ] ALL sections must be completed- If interest rate section is provided, use the correct rate.
- [ ] Use correct Product Disclosure, (the name on disclosure must match product name on the application.)
- [ ] Indexed Products - allocations must equal 100%.
- [ ] Are there separate disclosures required, (i.e. MVA, GLWB, or SPDA- KS, OH)?

SUITABILITY & REPLACEMENT

- [ ] Use the latest Suitability and Replacement forms, and answer ALL questions.
- [ ] Agent and client replacement information must be consistent.
- [ ] Replacement Form date MUST match the date on the application.
- [ ] NAIC States: Replacement Form required, including all non-replacement questions appearing on all forms, (i.e. application, suitability forms, and replacement forms.)
- [ ] Pre-Suitability Forms available to pre-qualify a case.

Call and discuss what you need with your Pinnacle Annuity Consultant: 1-(800)-772-6881 x6003

TRANSFER PAPERWORK

- [ ] Properly identify the type of funds to be transferred, (i.e. Qualified Transfer, 1035 Exchange, Investment Funds, etc.) Do not give investment advice if not licensed to do so.
- [ ] Provide the street address and phone number for where to send the fund transfer documents.
- [ ] Provide a copy of the recent statement when the funds transfer involved.
- [ ] Partial 1035 Exchange/ Systematic Withdrawal Form.
- [ ] Signature Guarantee Form and a copy of driver's license.
- [ ] Wiring Funds Transmittal.

SPECIAL SITUATION FORMS THAT MAY BE REQUIRED

- [ ] Agent Information Form
- [ ] Verification of ID/Appropriate Verification Form (when used.)
- [ ] Beneficiary Designation, (Carrier Form for multiple beneficiaries). All added pages MUST be signed by the client.
- [ ] Non-natural owner (trustee or corporate officer signature.)
- [ ] Non-Resident Application.
- [ ] State Required Forms (i.e. California Age 65+ Disclosure.)
- [ ] Power of Attorney (provide a copy of POA document.)
- [ ] Trust Forms - "trustee/ owner" signature is required.
- [ ] SEP Form
- [ ] RMD Form
- [ ] 412(i)/ Pension Plans

OTHER COMMONLY MISSED ITEMS

- [ ] Date on all forms MUST match or at least be consistent.
- [ ] Illegible handwriting does not help your case.
- [ ] Missing agent information means nothing happens yet.
- [ ] Missing client signature means nothing happens at all.
- [ ] Do not use white-out or otherwise alter the forms. All changed information must be initiated by the owner/ annuitant/ agent (depending on the section,) and may be disallowed by carrier regardless.
- [ ] Include all beneficiaries' addresses and social security numbers.

Reach out to our Annuity department any time if you need assistance with completing your needed documentation. Pinnacle Financial Services has a team of experts available that are ready and willing to help you submit your business: **1-(800)-772-6881 x6003**.

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