



## PRINCIPAL LIFE Contracting Checklist

Agent/ Agency: \_\_\_\_\_

Direct Upline: \_\_\_\_\_ Agent #: \_\_\_\_\_

### Documents To Be Completed & Returned:

- ☐ Oak Tree Transmittal & Commitment to Quality of Business (*Submit ONLY if you are contracting for DISABILITY appointment.*)
- ☐ Producer Information Form [CC188-39]
- ☐ Broker Contract [DD 715-27]
- ☐ Authorized Agreement for Direct Deposit [GP 40513-26]
- ☐ VectorOne Debit-Check Agent/Agency Authorization Form
- ☐ Individual State License(s)
- ☐ Corporate State License(s) (If Applicable)
- ☐ Proof of E&O
- ☐ Commission Assignment [DD769-19] (OPTIONAL) (*Submit ONLY if you are paying commissions to a 3<sup>rd</sup> Party. NOT to be used for solicitors.*)
- ☐ Producer Appointment Information [DD2018-14] (If Applicable) (*Submit ONLY if you are setting up an agency OR if you are being a solicitor.*)

### If acting as a "Solicitor", only submit the following forms:

- ☐ Oak Tree Transmittal & Commitment to Quality of Business (*Submit ONLY if you are contracting for DISABILITY appointment.*)
- ☐ VectorOne Debit-Check Agent/Agency Authorization Form
- ☐ Individual State License(s)
- ☐ Proof of E&O
- ☐ Producer Appointment Information [DD2018-14]

### I AM INTERESTED IN BEING CONTRACTED FOR...

☐ LIFE & DISABILITY    ☐ LIFE ONLY    ☐ DISABILITY ONLY

### SEND TO:

**Mail:** Attention: Licensing  
American Brokerage Services  
803 East Willow Grove Avenue  
Wyndmoor, PA 19038  
**Email:** lifesubmission@absgo.com



805 E. Willow Grove Avenue-Suite 2B  
Wyndmoor, PA 19038  
[WWW.ABSGO.COM](http://WWW.ABSGO.COM)  
Phone: 215.233.9410  
Fax: 215.233.9416

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### **States Requiring Income Tax Withholding for Non-Resident Commissions**

- California – 7 percent applies to Individuals and Corporations
- Nebraska – 6 percent applies to Individuals and Entities where at least 80% of shareholders are performing the services
- Pennsylvania – 3.07 percent applies to individuals only

Three states currently require withholding of income taxes on non-resident commissions paid for sales in those states. This pertains to Life business.

Withheld state taxes for the current tax year will be reflected at year-end on the agent's IRS Form 1099.

The tax applies to producers who are not residents of those states but receive commissions for sales within the state. We recommend that you consult with your tax advisor if you have any questions. Non-resident agents are responsible for reporting all commissions for business in these states in accordance with respective state laws.

Please refer to the individual state revenue department websites for further advice.

California Franchise Tax Board  
<https://www.ftb.ca.gov/>

Nebraska Department of Revenue  
<https://revenue.nebraska.gov/>

Pennsylvania Department of Revenue  
<https://www.revenue.pa.gov/>



## Debit-Check Agent/Agency Authorization Form

Vector One Operations, LLC dba Vector One (collectively with its affiliates, "Vector One") manages the secured web portal interactive computer service provided by Debit-Check.com, LLC a ("Debit-Check"). This Debit-Check Agent/Agency Authorization Form is by and among the undersigned ("you", "me", "I" or "my"), Vector One, and the Company (as defined below) and is used by Debit-Check subscribers who desire to be granted authorization from you for the submission and/or receipt of your personal information to the Debit-Check service as necessary to conduct a commission related debit balance screening. The undersigned company and its affiliates and authorized third parties (collectively, the "Company") is a Debit-Check subscriber. Accordingly, as part of the contracting and appointment process or determination of eligibility for advancement of commissions, the Company may conduct a commission related debit balance screening via Debit-Check in order to determine your eligibility and may continue to conduct periodic commission related debit balance screenings as determined in the Company's sole discretion following the engagement of any employment, appointment, contract, tenure, or other relationship with the Company.

**Access to Debit-Check Information:** You can obtain your commission related debit balance information by contacting the Vector One Agent Hotline at (800) 860-6546.

### AGENT/AGENCY'S STATEMENT – READ CAREFULLY

The Company is hereby authorized to obtain and conduct a commission related debit balance screening through Vector One's Debit-Check secured web portal to determine if another Debit-Check subscriber has posted that I have an outstanding commission related debit balance. I understand that the Company may consider the results of the commission related debit balance screening in order to determine my eligibility to be contracted and appointed or determine my eligibility for advancement of commissions as an insurance producer and may continue to conduct periodic commission related debit balance screenings as determined in the Company's sole discretion following the engagement of any employment, appointment, contract, tenure, or other relationship with the Company. I understand and acknowledge that the Company may obtain commission related debit balance information through Debit-Check as state law allows. I understand that my information, including my name and social security number ("My Information") may be used for the purpose of obtaining and conducting a commission related debit balance screening. I further understand that in the event of termination or expiration of my employment, appointment, contract, tenure, or other relationship with the Company, whether voluntary or involuntary, if a commission related debit balance is owed to the Company, the Company may post My Information to the Debit-Check service which may be accessed by Debit-Check subscribers until such time the debit balance is satisfied or otherwise removed.

#### BY SIGNING BELOW, I HEREBY (PLEASE INITIAL ALL STATEMENTS):

(A) \_\_\_\_\_ Authorize the Company to use My Information for purposes of conducting a commission related debit balance screening, and periodic commission related debit balance screenings as determined in the Company's sole discretion following the engagement of any employment, appointment, contract, tenure, or other relationship with the Company, utilizing Debit-Check.

(B) \_\_\_\_\_ Authorize the Company to consider the results of the commission related debit balance screening in order to determine my eligibility to be contracted and appointed or determine my eligibility for advancement of commissions as an insurance producer.

(C) \_\_\_\_\_ Authorize and direct Vector One to receive and process My Information as necessary to intentionally disclose and furnish the results of my commission related debt verification screening, whether directly or indirectly, to the Company.

(D) \_\_\_\_\_ Authorize the Company to submit My Information to the Debit-Check service in the event of termination or expiration of my engagement with the Company, whether voluntary or involuntary, to the extent a commission related debit balance is owed to the Company.

(E) \_\_\_\_\_ Authorize and direct Vector One to receive and process My Information and intentionally disclose to any Debit-Check subscriber who submits an inquiry utilizing My Information the results of my commission related debit balance screening, which will contain My Information, to the extent a debit balance is owed.

**Agent/Agency Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### FOR COMPANY USE ONLY

##### AGREED AND ACKNOWLEDGED BY COMPANY:

Name of Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

**Principal Life Insurance Company**



**New Agent Name:** \_\_\_\_\_

**States to be appointed in:** \_\_\_\_\_

**Anti-Money Laundering (AML) Training Requirements:**

**AML training was completed through LIMRA on:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**AML training was completed through an independent program on:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

*(Certificate Attached)*

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby authorize Oak Tree Financial, Inc. to obtain a consumer report or investigative consumer report about me. I further authorize any employer, insurance company, general or managing agent, school, financial institution, consumer reporting agency, criminal justice agency, regulatory authority or individual having information about myself- including without limitation information regarding my past and present employment, academic record, record of arrest, conviction and regulatory sanctions, credit worthiness, credit standing, credit capacity, character, general reputation, person characteristics and mode of living – to release such information to Oak Tree Financial, Inc. or any consumer reporting agency that is preparing a consumer report of investigative consumer report about myself for Oak Tree Financial, Inc.

I HAVE READ AND UNDERSTAND THE REPORTING AND DISCLOSURE AUTHORIZATION FOR RELEASE OF INFORMATION SET FORTH ABOVE.

I AUTHORIZE THE RELEASE OF INFORMATION ACCORDING TO THE TERMS OF THE AUTHORIZATION FOR RELEASE OF INFORMATION SET FORTH ABOVE.

Signature of Agent: \_\_\_\_\_

Date: \_\_\_\_\_

**Appointment Requirements:**

- \_\_\_\_\_ Complete Producer Information Form
- \_\_\_\_\_ Read and Sign Consumer Authorization Report
- \_\_\_\_\_ Read and sign Broker Contract
- \_\_\_\_\_ Complete Anti-Money Laundering Certification
- \_\_\_\_\_ Annualized Commission for Broker Plan (optional)
- \_\_\_\_\_ **REQUIRED:** Attach current copy of Resident State Life License
- \_\_\_\_\_ **REQUIRED:** Complete EFT form and attached a voided check copy
- \_\_\_\_\_ **REQUIRED:** Attach current copy E&O declaration page

**Pre-Appointment States: N/ A**

***Please return to:***

***OAKTREE Brokerage***

***4227 Lafayette Center Drive, Ste. A***

***Chantilly, VA 20151***

***Ph.: 800-842-9124***

***Fax: 800-586-7905***

***www.oaktreeus.com***



## **Commitment to Quality of Business**

I understand that Principle Life has made certain assumptions pertaining to the quality of business that is submitted to the insurance company for underwriting. These assumptions, including but not limited to the ratio of submitted applications to the placed applications, all factor in to the company's ability to price products. It is my role as a field underwriter to make sure that applicants submitted to the company are pre-qualified and that I place at least 70% of the applicants that are submitted to the company. I understand that failure to maintain a 70% placement ratio may result in the termination of my appointment with the company.

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Agent Signature

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Date

## Required contracting forms for brokers checklist

Principal Life Insurance Company  
Principal National Life Insurance Company  
Des Moines, IA 50392-0470  
Members of Principal Financial Group®



Please use this checklist as a resource when contracting an individual broker, corporation, partnership or LLC.

**NOTE:** Review [Principal Privacy Page](#).



**Please sign and return this form to:**  
Sales Compensation Administration  
Principal Financial Group  
Des Moines, Iowa 50392-0470



**Email**  
Email completed form to:  
[contracting@principal.com](mailto:contracting@principal.com)



**Questions?**  
800-388-4793

Applicant

Last 4 of SSN/Tax ID

Agency office #

Unit (if applicable)

Office contact person

Office contact person's email address

### ☐ Product specific requirements, if applicable:

- ☐ Completion of anti-money laundering course
- ☐ Completion of product training course(s)
- ☐ Completion of state training course

### ☐ Contracting an individual broker:

This method will result in the Producer receiving commissions and the commission statement containing policy information details.

**Note:** If the DD769 Commission Assignment Form is submitted to assign commissions to another Tax ID number, the Producer will receive only a detailed statement. The Assignor will receive commissions and a statement showing which Producer the commissions were generated by, without policy information details.

#### Required contracting paperwork

- ☐ **CC188 Producer information form**
  - Completed with the Individual's information
- ☐ **DD715 Broker's contract**
  - Signed in name of Individual
- ☐ **CC838 Assignment of agent or broker**
  - Only required if Applicant should be assigned to a Unit
- ☐ **Evidence of errors & omissions**
  - Minimum of \$1,000,000 is required per claim
- ☐ **GP40513 Authorization agreement for direct deposit**
  - Please submit voided check or deposit slip

#### Optional contracting paperwork

- ☐ **DD455 Annualized commission for broker plan**
- ☐ **DD9286 Total payout**
- ☐ **DD780A Dual form**
  - Applicant is already affiliated with another Principal office
- ☐ **DD9005 Transfer form**
  - Applicant is already affiliated with a Principal office and moving existing business to new office
- ☐ **DD769 Commission assignment form**
  - Needed if assigning commission to another Tax ID #
  - Assignee will need to be appointed in the same states as the Applicant
  - Commission Assignment can only be stopped if Assignee signs a release of Commission Assignment form (DD1366)
  - The Assignee is not able to service the policies

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☐ **Contracting a corporation, partnership or LLC:**

This method will result in the Corporation, Partnership or LLC receiving a detailed statement and commissions. The servicing representative will not receive a statement.

**Required contracting paperwork**

- ☐ **CC188 Producer information form**
  - Completed with the Corporation's information
  - Signed by the Officer of the Corporation
- ☐ **DD715 Broker's contract**
  - Completed in name of Corporation
  - Signed by the Officer of the Corporation
- ☐ **CC838 Assignment of agent or broker**
  - Only required if Applicant should be assigned to a Unit
- ☐ **Evidence of errors & omissions**
  - Minimum of \$1,000,000 is required per claim
- ☐ **GP40513 Authorization agreement for direct deposit**
  - Please submit voided check or deposit slip
- ☐ **W9 Tax form**
  - Tax status will be listed as reportable if not received

**Optional contracting paperwork**

- ☐ **DD455 Annualized commission for broker plan**
- ☐ **DD9286 Total payout**
- ☐ **DD780A Dual form**
  - Needed if Applicant is already affiliated with another Principal office
- ☐ **DD9005 Transfer form**
  - Applicant is already affiliated with a Principal office and moving existing business to new office
- ☐ **DD2018 Producer appointment form**
  - Completed and signed by officer of corporation

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☐ **Contracting an *additional* writing producer for a corporation, partnership or LLC:**

**Required contracting paperwork**

- ☐ **DD2018 Producer appointment form**
  - Completed and signed by writing Producer

## Producer information form

Principal Life Insurance Company  
Principal National Life Insurance Company  
Principal Securities, Inc  
Members of Principal Financial Group®



Please sign and return this form to:  
Sales Compensation Administration  
Principal Financial Group  
Des Moines, Iowa 50392-0470



Email  
Email completed form to:  
[contracting@principal.com](mailto:contracting@principal.com)



Questions?  
800-388-4793

### Instructions

1. **Review** Principal's Workforce US Privacy Notice. ([www.principal.com/privacy-policies](http://www.principal.com/privacy-policies))
2. **Complete pages 1 – 3**
3. **Review** your rights under the Fair Credit Reporting Act (pages 7-9) before you sign page 3.
4. **Attach** a copy of certificate of Errors and Omissions Insurance or declarations page.

**NOTE: State appointments will be processed at the time business is received.**

It is the producer's responsibility to complete the contracting application and disclosure questions. Failure to disclose complete and accurate information, as requested on this form, the Form U4, and/or any other documents required by Principal Life, Principal National, PSI and/or their affiliates, may result in an automatic decline and possible termination of existing contracts and/or appointments.

Date \_\_\_\_\_

Submitting office name and number: \_\_\_\_\_

Office contact person: \_\_\_\_\_

### Contract is for (please check only one):

☐ Individual ☐ Partnership ☐ Corporation

Name: \_\_\_\_\_

SSN or TIN: \_\_\_\_\_ Date of birth (if an individual): \_\_\_\_\_

Home address (if an individual): \_\_\_\_\_  
Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business address: \_\_\_\_\_  
Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address: \_\_\_\_\_

Business phone: (\_\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_\_) \_\_\_\_\_

Website address (if any): \_\_\_\_\_

### Broker-dealer affiliation

Name \_\_\_\_\_ CRD number \_\_\_\_\_

### Regulatory and Background Questions (Required)

This completed document is for restricted use only. No part may be copied nor disclosed without prior consent of Principal®.

CC188-39 | 03/2022 | 2080999-032022 | Classification: Public



**Please answer the following questions on behalf of the individual or entity (partnership or corporation) applying for the contract. In the following questions "you" means the individual or entity applying for the contract. If you answer "yes" to any question, please attach your explanation.**

1. Have you ever had an insurance or securities license denied, suspended, canceled or revoked? ☐ Yes ☐ No
2. Has any regulatory or self-regulatory organization ever sanctioned, censured, penalized or otherwise disciplined you? ☐ Yes ☐ No
3. Have you ever been charged with, convicted of or pled no contest to any violation of federal or state securities, insurance or investment related laws or regulations? ☐ Yes ☐ No
4. Has a bonding or surety company ever denied, paid out on, or revoked a bond for you? ☐ Yes ☐ No
5. Have you ever been the subject of an insurance or securities-related customer complaint for action or inaction on your part? ☐ Yes ☐ No
6. Has any E&O carrier ever denied, paid claims on, or canceled your coverage? ☐ Yes ☐ No
7. Have you personally filed a bankruptcy petition or been declared bankrupt within the past 10 years? ☐ Yes ☐ No
8. Do you currently have any unsatisfied judgments, liens, collection items or accounts more than 120 days late? ☐ Yes ☐ No
9. Are you indebted to any insurance company, its management, or general agent for an unpaid balance? ☐ Yes ☐ No
10. Have you ever been convicted, pled guilty or "nolo contendere" to any of the following crimes: (This includes disclosing any records which you believe have been expunged or sealed.)
  - Any felony? ☐ Yes ☐ No
  - Any misdemeanor other than a minor traffic offense within the past 10 years? ☐ Yes ☐ No
11. Have you encouraged, solicited, or knowingly participated in the issue of a life insurance policy when it was known at the time of issue the policy, or a beneficial interest in the policy, would be sold or assigned to a group of investors? This includes situations where premiums were financed and the primary exit strategy for the loan was a sale of the policy to a third party of investors. ☐ Yes ☐ No
12. Are you now subject of any complaint, investigation or proceeding which could result in a yes answer to any of the above questions? ☐ Yes ☐ No
13. Has any broker/dealer or insurance carrier ever declined or terminated your contract or state appointment for any reason other than: Administrative Termination, Voluntary Termination, Lack of Production or Mass Termination? ☐ Yes ☐ No
  - Please note that all customer complaints filed (regardless of outcome or product type) and all disciplinary actions (insurance or securities-related) are required disclosures for all appointments - fixed, variable or both.
  - Some states allow producers to sell business prior to being appointed. However, the results of the background check and/or review of the contracting application may prevent Principal Life, Principal National and/or PSI from authorizing you to discuss or sell any Principal Life, Principal National and/or PSI business until after you have been appointed and contracted. The field office through which your contracting forms were submitted will be notified of this restriction as soon as possible.
  - If paperwork is forwarded to Compliance for additional review, it will lengthen the contracting process. You should expect that a Compliance review will add a minimum of 10 additional business days to our standard contracting time period. Status updates regarding the Compliance review will not be provided until these 10 days have passed.
  - If you are asked to submit additional information, please do so promptly. Receipt of additional information will require another Compliance review.

## Consumer report authorization

Principal Life Insurance Company  
Principal National Life Insurance Company  
Principal Securities, Inc  
Members of Principal Financial Group®



I understand that nothing in this application or granting of an interview is intended to or does create a contractual relationship between Principal Life Insurance Company, Principal National Life Insurance Company and/or Principal Securities, Inc. (individually or collectively the "Company") or their affiliates or subsidiaries and the applicant. No promises of an offer of a marketer contract has been made to me, and I understand that no such promise is binding on the Company unless made in writing by an officer of the company. If the Company does enter a marketer contract with me, I understand that I will be an independent contractor and that either the Company or I may terminate my contract at any time for any reason.

I hereby authorize Principal Life Insurance Company ("Principal Life"), Principal National Life Insurance Company ("Principal National") and/or Principal Securities, Inc. ("PSI") to obtain in connection with my application for a contract and/or appointment as a marketer with Principal Life, Principal National and/or PSI and/or as a marketer with an affiliated entity, and/or to obtain for purposes of evaluating me for promotion, reassignment, or retention as a marketer with Principal Life, Principal National and/or PSI and/or as a marketer with an affiliated entity, a consumer report regarding my criminal record, credit history, driving record, education record, and job history, or otherwise bearing on my credit worthiness, credit standing or capacity, character, general reputation, personal characteristics, or mode of living, and may include information obtained from FINRA. I understand a Central Registration Depository (CRD) report may be ordered and reviewed. This authorization specifically includes the procurement of a consumer report in connection with my application as well as the procurement of a consumer report at any time during my tenure as a marketer with Principal Life, Principal National and/or PSI or affiliated entity.

Any consumer report information obtained may be shared among Principal Life, Principal National and/or PSI's affiliates in connection with hiring, appointment, promotion, reassignment, and/or retention decisions.

To the best of my knowledge and belief, all the information which I have given to the Company in connection with this application for contracting is complete and correct. I understand that any false information in this application or other documents required by the Company may result in this application for a marketer contract being denied or the marketer contract being terminated.

I understand that a photocopy of this authorization may be accepted with the same authority as the original. I was given (1) the Consumer Report Disclosure and (2) the Summary of Your Rights Under the Fair Credit Reporting Act before signing this document.

- ☐ **CALIFORNIA APPLICANTS ONLY:** I have reviewed the Additional Consumer Report Disclosure for California Applicants.
- ☐ **CONNECTICUT APPLICANTS ONLY:** I have reviewed the Additional Consumer Report Disclosure for Connecticut Applicants.
- ☐ **MINNESOTA APPLICANTS ONLY:** I have reviewed the Additional Consumer Report Disclosure for Minnesota Applicants.
- ☐ **NEW YORK APPLICANTS ONLY:** I have reviewed the Additional Consumer Report Disclosure for New York Applicants.
- ☐ **OKLAHOMA APPLICANTS ONLY:** I have reviewed the Additional Consumer Report Disclosure for Oklahoma Applicants.
- ☐ **WASHINGTON APPLICANTS ONLY:** I have reviewed the Additional Consumer Report Disclosure for Washington Applicants.

Signature

Printed name

Home address (do not use P.O. Box address)

Date of birth

Date

Social Security number



## Additional consumer report disclosures for applicants

Principal Life Insurance Company  
Principal National Life Insurance Company  
Principal Securities, Inc.  
Members of Principal Financial Group®



### For residents of California

In connection with your application for a contract and/or appointment as a marketer with Principal Life Insurance Company ("Principal Life"), Principal National Life Insurance Company ("Principal National") and/or Principal Securities, Inc. ("PSI") and/or as a marketer with an affiliated entity, and/or for purposes of evaluating you for promotion, reassignment, or retention as a marketer with Principal Life, Principal National and/or PSI and/or as a marketer with an affiliated entity, Principal Life, Principal National and/or PSI may obtain credit and/or investigative consumer reports on you. Investigative consumer reports may contain information regarding your criminal record, credit history, driving record, education record, and job history, or information otherwise bearing on your credit worthiness, credit standing or capacity, character, general reputation, personal characteristics or mode of living. Per section 1785.20.5 of the California Civil Code, a credit report is being obtained because you will have regular access to personal information. The credit and investigative consumer reports used by Principal Life and/or Principal National are prepared by Business Information Group, Inc., P.O. Box 286, Marlton, NJ 08053. Business Information Group, Inc.'s telephone number is 800-260-1680.

Under section 1786.22 of the California Civil Code, California applicants or workers with a California mailing address may view and obtain a copy of the file maintained on them by an investigative consumer reporting agency – including Business Information Group, Inc. To do so, such persons must make a request to the investigative consumer agency in person, by mail, or by telephone and submit proper identification to the agency (and pay the costs of any duplication services). The agency is required to have personnel available to explain the file and any coded information within it. If a person requests their file in person, he or she may select another person to accompany them, provided that this second person also furnishes proper identification.

### For residents of Connecticut

You have a right to obtain a copy of your credit file from a credit rating agency. You may be charged a reasonable fee not exceeding five dollars for your first request in twelve months or seven dollars and fifty cents for any subsequent request in that same twelve-month period. There is no fee, however, if you have been turned down for credit, employment, insurance or a rental dwelling because of information in your credit report within the preceding sixty days. The credit rating agency must provide someone to help you interpret the information in your credit file.

In addition, beginning September 1, 2005, under the federal Fair Credit Reporting Act consumers in Connecticut will be entitled to one free report every twelve months upon request from each nationwide consumer reporting agency.

You have a right to dispute inaccurate information by contacting the credit rating agency directly. However, neither you nor any credit repair company or credit service organization has the right to have accurate, current and verifiable information removed from your credit report. Under the federal Fair Credit Reporting Act, the credit rating agency must remove accurate, negative information from your report only if it is over seven years old. Bankruptcy information can be reported for ten years.

If you have notified a credit rating agency that you dispute the accuracy of information in your file, the credit rating agency must then, within thirty days, reinvestigate and modify or remove inaccurate information. If you provide additional information to the credit rating agency, the agency may extend this time period by fifteen days. The credit rating agency shall provide you with a toll-free telephone number to use in resolving the dispute.

The credit rating agency may not charge a fee for this service. Any pertinent information and copies of all documents you have concerning an error should be given to the credit rating agency.

If reinvestigation does not resolve the dispute to your satisfaction, you may send a brief statement to the credit rating agency to keep in your file, explaining why you think the record is inaccurate. The credit rating agency must include your statement about disputed information in a report it issues about you.

You have a right to receive a record of all inquiries relating to a credit transaction initiated in twelve months preceding your request which resulted in the provision of a credit report.

You may request that the information contained in your file not be provided to a third party for marketing purposes.



If you have reviewed your credit report with the credit rating agency and are dissatisfied, you may contact the Connecticut Department of Banking. You have a right to bring civil action against anyone who knowingly or willfully misuses file data or improperly obtains access to your file.

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#### **For residents of Minnesota**

In connection with your application for a contract and/or appointment as a marketer with Principal Life Insurance Company ("Principal Life"), Principal National Life Insurance Company ("Principal National") and/or Principal Securities, Inc. ("PSI") and/or as a marketer with an affiliated entity, and/or for purposes of evaluating you for promotion, reassignment, or retention as a marketer with Principal Life and/or Principal National and/or as a marketer with an affiliated entity, Principal Life, Principal National and/or PSI may from time to time obtain one or more consumer reports regarding your criminal record, credit history, driving record, education record, and job history, or otherwise bearing on your credit worthiness, credit standing or capacity, character, general reputation, personal characteristics or mode of living.

Under Minnesota state law, you have the right to request from the consumer reporting agency additional information on the nature of a consumer report obtained by Principal Life, Principal National and/or PSI. If you submit a written request to the consumer reporting agency, the agency must make a complete and accurate disclosure of the nature and scope of the report. This disclosure must be in writing and must be mailed or delivered to you within the later of five days after the agency received your request or five days after the consumer report was requested.

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#### **For residents of New York**

In connection with your application for a contract and/or appointment as a marketer with Principal Life Insurance Company ("Principal Life"), Principal National Life Insurance Company ("Principal National") and/or Principal Securities, Inc. ("PSI") and/or as a marketer with an affiliated entity, and/or for purposes of evaluating you for promotion, reassignment, or retention as a marketer with Principal Life and/or Principal National and/or as a marketer with an affiliated entity, Principal Life, Principal National and/or PSI may from time to time obtain one or more consumer reports regarding your criminal record, credit history, driving record, education record, and job history, or otherwise bearing on your credit worthiness, credit standing or capacity, character, general reputation, personal characteristics or mode of living.

You will, upon request, be informed whether or not a consumer report was requested, and if a report was requested, you will be informed of the name and address of the consumer reporting agency that furnished the report.

In addition to any consumer report obtained in connection with your application, subsequent consumer reports may be requested or utilized in connection with an update, renewal, or extension of your tenure as a marketer or for the purpose of otherwise evaluating you for promotion, reassignment, or retention as a marketer.

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#### **For residents of Oklahoma**

In connection with your application for a contract and/or appointment as a marketer with Principal Life Insurance Company ("Principal Life"), Principal National Life Insurance Company ("Principal National") and/or Principal Securities, Inc. ("PSI") and/or as a marketer with an affiliated entity, and/or for purposes of evaluating you for promotion, reassignment, or retention as a marketer with Principal Life, Principal National and/or PSI and/or as a marketer with an affiliated entity, Principal Life and/or Principal National will from time to time obtain one or more consumer reports regarding your criminal record, credit history, driving record, education record, and job history, or otherwise bearing on your credit worthiness, credit standing or capacity, character, general reputation, personal characteristics or mode of living.

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#### **For residents of Washington**

A consumer report is obtained from a consumer reporting agency for the purpose of evaluating you for contracting and/or appointment with Principal Life Insurance Company ("Principal Life"), Principal National Life Insurance Company ("Principal National") and/or Principal Securities, Inc. ("PSI") and/or as a marketer with an affiliated entity, and/or for purposes of evaluating you for promotion, reassignment, and or retention as a marketer with Principal Life, Principal National and/or PSI. This report may contain information bearing on your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living from public records or through personal interviews with your neighbors, friends, or associates. Principal Life and/or Principal National requests credit reports on persons who will be selling financial service products and providing financial advice to members of the public. You may also have the right to request additional disclosures regarding the nature and scope of the investigation. The Summary of Consumer Rights is attached to this document.



## Notification of background investigation

Principal Life Insurance Company  
Principal National Life Insurance Company  
Principal Securities, Inc  
Members of Principal Financial Group®



### Consumer report disclosure

In connection with your application for a contract and/or appointment as a marketer with Principal Life Insurance Company ("Principal Life"), Principal National Life Insurance Company ("Principal National") and/or Principal Securities, Inc. ("PSI") and/or as a marketer with an affiliated entity, and/or for purposes of evaluating you for promotion, reassignment, or retention as a marketer with Principal Life, Principal National and/or PSI and/or as a marketer with an affiliated entity, Principal Life, Principal National and/or PSI I may from time to time obtain one or more consumer reports regarding your criminal record, credit history, driving record, education record, and job history, or otherwise bearing on your credit worthiness, credit standing or capacity, character, general reputation, personal characteristics or mode of living. The National Insurance Producer Registry (NIPR), the Financial Industry Regulatory Authority (FINRA) Central Registration Depository (CRD), and financial institution records may also be accessed. Please sign the Consumer Report Authorization if you are willing to authorize us to obtain such a report.

**NOTE:** You will be provided a copy of your consumer report if adverse action against you is contemplated in whole or in part because of what is contained in the report.

## Summary of your rights under the Fair Credit Reporting Act

Principal Life Insurance Company  
Principal National Life Insurance Company  
Principal Securities, Inc  
Members of Principal Financial Group®



Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.



- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357




2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357

**Business Information Group, Inc.**  
**A Vertical Screen® Company**  
**Attn: Consumer Disclosure**  
**P.O. Box 541, Southampton, PA 18966**  
**Toll-free phone – 800-260-1680**



Please complete this form to complete your contract with Principal.

**Note:** Review [Principal Privacy Page](#)

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|---|---|---|
|  <p><b>Please sign and return this form to:</b><br/>Sales Compensation Administration<br/>Principal Financial Group<br/>Des Moines, Iowa 50392-0470</p> |  <p><b>Email</b><br/>Email completed form to:<br/><a href="mailto:contracting@principal.com">contracting@principal.com</a></p> |  <p><b>Questions?</b><br/>800-388-4793</p> |
|---|---|---|

This Contract (the "Contract") is between Principal Life Insurance Company® ("Principal Life") and/or Principal National Life Insurance Company ("Principal National") and \_\_\_\_\_ ("Broker"). The purpose of this Contract is to set forth the terms and conditions under which Broker will sell products for Principal Life and/or Principal National, respectively.

After you sign the Contract, it will take effect once We receive it and accept it at Our home office in Des Moines, Iowa. Company will provide notice to You of the effective date upon such acceptance.

The Contract is effective the date it is signed by the Company and is subject to the following terms and conditions:

## 1. Contract language

- a. Throughout this Contract, the term "Company" means Principal Life and/or Principal National. The term "Broker" means the person named above.
- b. Principal Life shall be the contracting party for the Company for all products issued by Principal Life, and Principal National shall be the contracting party for the Company for all products issued by Principal National. The rights, duties, obligations and responsibilities of each are separate and distinct from the rights, duties, obligations and responsibilities of the other. Principal Life shall not have any responsibility or liability for the actions or inaction of Principal National under this Contract; and Principal National shall not have any responsibility or liability for the actions or inaction of Principal Life under this Contract.
- c. "Applicable Law" means any law (including common law), order, statute, rule or regulation of a federal, state or local domestic or foreign governmental, regulatory authority, agency, court, commission or other governmental or regulatory entity, and includes, but is not limited to, state insurance laws and regulations, laws and regulations regarding replacement, laws and regulations regarding suitability and needs-based selling, federal and state consumer privacy laws and regulations, federal and state securities laws and regulations and AML Laws, all in effect on the date of this Contract or enacted or amended at any time this Contract is in effect.
- d. "Calendar Year" is a period beginning January first and ending December thirty-first.
- e. "Commission(s)" means first year commission(s), renewal commission(s), service fee(s), and bonuses identified in the Commission schedule.
- f. "Commission schedule" means the commission schedule in effect at the time Broker sells a Policy or an addition to a Policy.
- g. "Policy" and "Policies" mean any and all insurance policies or annuity contracts included in the Commission schedule.
- h. "Policy Year" is a period of one year beginning with the Policy date (except as modified in the policy).
- i. "Company Policies and Procedures" are the policies and procedures of the Company (including but not limited to those regarding ethics requirements, prohibited outside activities, suitability guidelines and needs based selling) which can be found on the Company's eFinancial Professional<sup>SM</sup> website or in other format and which may be changed or updated from time to time without notice to Broker.
- j. "Premium" means the payment amount to the Company stated or defined in the Policy.
- k. "Agency" means any licensed insurance agency, marketing division, subsidiary or affiliate, if any, that Broker has designated to participate in marketing Policies and that has been appointed by the Company.

- l. "Representative" means any person, if any, having all necessary licenses and registrations who is appointed by Principal to sell Policies, through a contract with Broker or Broker's behalf or under Broker's authority or an Agency's authority.

## 2. Relationship

Under this contract:

- a. Broker's relationship with the Company is that of an independent contractor, not an employee.
- b. Broker will be free to exercise Broker's own reasonable judgment in marketing the Policies of the Company, including the choice of time, place and manner of sale, but Broker is to conform to all of the Company Policies and Procedures not inconsistent with this relationship, and all Applicable Laws.
- c. The Company reserves the right to revoke Broker's authority to sell any product or product line at any time, upon notice to Broker.

## 3. Duties and responsibilities

Under this contract, Broker agrees to:

- a. Conform to and comply with all Applicable Laws, including, but not limited to those pertaining to insurance and insurance brokers and agents.
- b. Conform to and comply with all applicable Company Policies and Procedures.
- c. Immediately notify the Company in writing if Broker is not in compliance with Applicable Laws or the Company Policies and Procedures.
- d. Promptly provide such information and certifications as the Company may request regarding Broker's establishment and maintenance of a system to comply with Applicable Laws, and Company Policies and Procedures; maintain such records of information used in making recommendations to purchase Policies or in servicing Policies (including information obtained from consumers) as may be required by Applicable Laws or Company Policies and Procedures; and promptly cooperate and assist the Company in its efforts to monitor Broker's performance under this section.
- e. Qualify for and obtain any licenses and bonds as required by the Company or Applicable Laws, provide the Company with evidence of such licenses and bonds, and inform the Company in writing of any changes to such licenses and bonds.
- f. Limit solicitation of applications for Policies of the Company to states in which Broker is licensed.
- g. Take all necessary steps, upon submission of applications for Policies to the Company, to become appointed where required.
- h. Deliver promptly all applications and all money Broker receives on behalf of the Company, an applicant, a policyowner, or a beneficiary. Broker holds all moneys in trust until delivery.
- i. Return any Policies to the Company that are requested, or that are not delivered within the time allowed. Broker will be asked to give an account for such Policies.
- j. Return all moneys and other property of the Company to it on demand or when this Contract terminates.
- k. Refrain from interfering with any other producer's relationship with the Company.
- l. Promptly, completely and accurately comply with instructions and requests of the Company regarding the marketing and servicing of Policies and compliance issues, all in accordance with stated deadlines.
- m. Notify Company immediately of any customer complaint or legal or regulatory inquiry (including, but not limited to subpoenas) regarding a Policy and provide prompt, complete and accurate cooperation and assistance in resolving the same, in accordance with Company requests and stated deadlines.
- n. Maintain professional errors and omissions insurance to cover Broker's proposed activities pursuant to this Contract and provide evidence of such coverage satisfactory to the Company upon request by the Company.
- o. Upon request, allow the Company immediate access at Broker's place of business to inspect and/or audit books, records, files, computer records, business banking records or any other records, whether in paper or electronic format relating to the Company's policyowners, insureds or the relationship between Broker and the Company. Broker shall cooperate to the fullest extent with such inspections and/or audits.



- p. Establish and maintain a system of training and supervision so as to ensure that Broker and, if any, all Agencies, Representatives, their employees and sub-agents comply with (a) all Applicable Laws and (b) Company's Policies and Procedures.
- q. Ensure that, if applicable, all Agencies and Representatives comply with sections 3(d) and 3(p) of this Contract.
- r. Pay all taxes which are required by law to be paid in connection with Commissions and other amounts paid under this Contract, including, but not limited to all payments, true-ups and refunds.
- s. To the extent AML Laws are applicable to Broker, Broker represents that Broker is now in compliance with and covenants to continue to comply with the USA PATRIOT Act of 2001, the Bank Secrecy Act and certain other federal and state anti-money laundering laws and regulations, including, but not limited to, the laws, regulations and executive orders administered and enforced by the U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") (collectively, the "AML Laws"). Such AML Laws require, among other things, that financial institutions adopt compliance programs to guard against money laundering. Whether or not Broker is a financial institution, each party agrees to use reasonable efforts to cooperate with the other, exchange information as permitted by law and assist each other in detecting possible money laundering or terrorist financing in connection with the offer and sale of any Policy pursuant to the Contract; provided however, that nothing in this paragraph shall be read to relieve either party from any responsibility to monitor for and file reports regarding suspicious activity to the extent required under any applicable provisions of the AML Laws. Further, each party agrees to supply the other party, upon request, with a certification of its compliance with applicable AML Laws.
- t. To the extent Broker uses electronic signatures and/or electronic transactions, Broker agrees to the following.

Broker is responsible for ensuring that Broker, its producers and employees are using methods that are lawful and secure. Broker, its producers and employees will use a process and/or system that demonstrates authentication of the identity of the person who receives and executes any document and proof of delivery, actual receipt and electronic signature of any electronic record by the person who receives and executes any document. Broker will use a process or system that demonstrates proof that the document to be delivered or executed has not been tampered with during the signature and delivery process. Broker will provide us with a copy of this proof along with the electronically signed document. Broker further agrees that Broker has reviewed, and will comply with, the applicable federal, state, and local laws regarding the execution and transmission of documentation electronically including, but not limited to, any applicable consumer consent provisions.

Broker agrees that consumer consents to conduct transactions electronically will be obtained in the same or similar manner as the electronic transaction to reasonably demonstrate that the consumer can access information in the electronic form that will be used to provide the information that is the subject of the consent. Broker also agrees that any such consumer consents will be obtained prior to any other electronic document execution.

Broker agrees to take commercially reasonable measures to ensure data security in compliance with law and must have a written information security plan or equivalent compliant with state and federal law.

#### 4. Limitations

Broker's authority will extend no further than is stated in this Contract. Broker may not:

- a. Incur any liability or debt against the Company.
- b. Accept risks of any kind, determine insurability, or bind the Company in any way.
- c. Promise the reinstatement of Policies.
- d. Make, change, or discharge any contract.
- e. Allow more time for paying a premium or waive any premium payment.
- f. Accept premium payments other than the first payment, except with the written approval of the Company.
- g. Give credit to applicants.
- h. Initiate or appear in legal proceedings or actions in insurance departments and other administrative agencies in the name of the Company.
- i. Waive any provision of any Policy, or waive any of the Company's rights relating to the Company's Policies, including, but not limited to, the right to accurate and complete information on applications.
- j. Use any sales material, software, sales concepts, supplies or advertising other than supplied or approved by the Company, except with the written approval of the Company. Broker must have the written authorization of the Company to use its trademarks and service marks, unless Broker has received materials directly from the Company or the Company has otherwise approved it in writing.



- k. Use Broker's own personal or business checks or funds for the payment of an applicant's or policyowner's premiums.
- l. Pay, allow or offer any rebate.
- m. Use the Company's name in connection with any bank account or account with any other financial institution.
- n. Fax or email customers by using mass mailing listings without the customer's prior written consent.

Disclose or use Confidential Information in any manner that is inconsistent with the Company's privacy policy as set forth in its current privacy notice unless Broker first provides consumers with a privacy notice and opt out that is pre-approved by the Company.

## 5. Commissions while under contract

- a. Commissions will be based on the gross premiums the Company receives from the policyowner; except that, the Company will only advance commissions on future premium deposits in accordance with the annualized commission arrangement, if any, and Company Policies and Procedures.
- b. If the Company cancels, rescinds, revokes or terminates a Policy for any reason, or if the policyowner exercises any right to cancel or otherwise terminate a Policy, and as a result, the Company refunds, returns or credits any amount of payment made on such Policy, Broker shall promptly repay to the Company any amount of compensation, including but not limited to Commissions, paid or credited to Broker with respect to such Policy. Any such repayment by Broker shall be included in the definition of "Indebtedness" as set forth in the provisions of the paragraph of this Contract entitled "Indebtedness".
- c. The Company will pay Commissions on Policies sold according to the Commission schedule and Broker's annualized commissions arrangement, if any.
- d. The Company reserves the right, in its sole discretion to change Commissions by e-mail notice or by posting to the Company's eFinancial Professional<sup>SM</sup> website. Any such change will apply to Policies with an effective date on or after the effective date of the Commission change, unless a different effective date is required by law. Broker is responsible for ensuring that he or she has the most current Commission information.

## 6. Commissions after termination

- a. If Broker's Contract is terminated for reasons other than those set forth in section 6(b) of this Contract, Broker will receive Commissions as provided in the Commission schedule and Company Policies and Procedures in effect at the time this Contract terminates. In the event of such termination, the Company may commute renewal Commissions and pay in a lump sum in accordance with Company Policies and Procedures.
- b. Notwithstanding anything to the contrary in this Contract, the Company will not pay future Commissions (first year and renewal) if this Contract is terminated under section 15(b) or if Broker has violated the provisions of section 11 of this Contract. Future Commissions will also not be paid if the Company discovers Broker has committed any of the offenses outlined in sections 11 or 15(b) after this Contract has terminated.

## 7. Prior contract

Any prior or existing brokerage contracts, whether oral or written, and any such amendments that Broker has with the Company are terminated as of the date immediately before the effective date of this Contract. Broker's rights to receive Commissions and service fees earned on any business issued under a previous brokerage contract will continue to be paid in accordance with the applicable Commission schedule(s).

## 8. Indebtedness

Indebtedness means any debt, liability, or debit balance resulting from the Company's reversal of Commissions incurred under this or any prior contract Broker has or has had with the Company. It also includes any amount paid by the Company, including attorney fees and costs, to settle a complaint or satisfy any judgment entered by any court, administrative agency or arbitrator related to any Policy sold by Broker, or breach of Broker's duties and responsibilities contained in this or any prior contract, whether or not the liability for settlement or satisfaction of judgment arose after the termination of this Contract. The Company may offset any indebtedness Broker owes the Company, or any of its subsidiaries or affiliates, against any amounts the Company owes Broker. The Company reserves the right to use any remedies under the law to collect any indebtedness Broker owes the Company and Broker agrees to pay any reasonable attorney's fees and actual costs of collection incurred as a result of such action.



## 9. Assignment

This contract is not assignable by Broker. Except as provided under "Indebtedness," no Commissions payable under this Contract may be transferred, assigned or made payable to anyone other than Broker without the Company's written consent. The Company may assign its rights and obligations under this Contract at any time and without Broker's consent.

## 10. Enforcement

In the event Broker sues the Company to enforce the terms of this Contract, Broker will be responsible for paying all of the Company's costs and attorney fees should Broker's lawsuit be unsuccessful either by jury verdict or judicial ruling. In the event of settlement short of judicial resolution, Broker agrees to pay one half the Company's costs and attorney fees to defend the lawsuit, mediation or arbitration through the date of settlement.

In the event the Company sues Broker to enforce the terms of this Contract, the Company will pay Broker's costs and attorney fees should the Company's lawsuit be unsuccessful either by jury verdict or judicial rulings. If the Company wins its lawsuit, by judicial ruling or jury verdict, Broker agrees to pay the Company's costs and attorneys fees.

## 11. Preservation of business and relationships

- a. During the term of this Contract and for a period of two years after the termination of this Contract, Broker will not, directly or indirectly, induce or attempt to induce any person employed or under contract or associated with the Company, including, but not limited to, its agents, employees and brokers, to terminate his or her relationship with the Company.
- b. For a period of two years after the termination of this Contract, Broker will not, directly or indirectly, advise, induce or solicit any policyholder of the Company to lapse, cancel, or replace any Policy of the Company or borrow values from any Policy of the Company to pay any premium or fund a Policy of another company.
- c. In the event Broker violates this section, Broker agrees that the Company may suffer irreparable harm for which damages alone may not adequately compensate the Company. Broker agrees to pay the amount of \$100 per violation of the terms of this section. The parties agree that it would be extremely difficult to determine the amount of actual damages resulting from violation of this section, but that such amount is a reasonable approximation of such damages and not a penalty. Broker further agrees that the Company may pursue all remedies, legal or equitable, including an injunction or restraining order to enforce compliance with this section. Broker also agrees that Broker shall be responsible for any attorney fees and costs the Company incurs as a result of its efforts to enforce this section.

## 12. Records and data

Records and data, including any duplicate copies, provided by the Company or related to the marketing or servicing of Policies issued by the Company or any of its affiliates or subsidiaries are the property of the Company. Upon termination of this Contract, Broker shall immediately return to the Company or destroy all records and data as defined above unless Broker immediately enters into another contract as a producer with the Company.

## 13. Confidential information

- a. **Duty of Confidentiality.** Broker acknowledges and agrees that, in connection with the performance of Broker's duties and responsibilities under this Contract or otherwise, Broker may receive or learn information that the Company is obligated by law to treat as confidential for the benefit of third parties, including, but not limited to information about individuals who have applied for or purchased financial products or financial services from the Company ("Consumer"), and personal, financial and/or health information of the Consumer ("Confidential Information"). Broker agrees to keep all Confidential Information strictly confidential; and, except as otherwise required by law, not to use or re-disclose to any affiliate or third party, either orally or in writing, any Confidential Information for any purpose other than the purpose for which the Confidential Information was provided to Broker. Broker agrees that access to Confidential Information shall be restricted to Broker's employees who need to know the information (or have access to the information) to help Broker perform Broker's duties and responsibilities under this Contract. The obligations of this Contract extend to all of Broker's employees, agents, marketers, affiliates and contractors, and Broker shall inform such persons of their obligations hereunder.
- b. **Duty to Safeguard Confidential Information.** Without limiting the foregoing, Broker agrees to use reasonable diligence to protect the security, confidentiality and integrity of the Confidential Information. Broker further agrees to protect said Confidential Information by maintaining administrative, technical and procedural safeguards that comply with the Applicable Laws and the Company Policies and Procedures.



- c. Duty to Notify. Upon learning of any unauthorized re-disclosure or use of any Confidential Information, Broker agrees to notify the Company promptly and to cooperate fully with the Company to protect such Confidential Information.
- d. Re-disclosures required by law. If Broker believes Broker is required by law or by a subpoena or court order to re-disclose any Confidential Information, then Broker agrees, prior to any re-disclosure, to promptly notify the Company in writing, to provide a copy of the subpoena, court order or other demand and to make all reasonable efforts to allow the Company an opportunity to seek a protective order or other judicial relief. This duty does not apply to audits and inquiries from state or federal regulatory agencies if Broker is legally required to provide them with access to Broker's records.

#### **14. Fines for violations**

In the event Broker violates the terms of this Contract, the Company may choose to impose a fine of not more than \$2,000.00 per violation. Any fine assessed must be paid within 30 days of written notice to Broker of the fine. Notice is effective upon the earlier of mailing to the Broker's last known address or delivery to the Broker, through personal or electronic means. This section shall not apply to violations of the section of this Contract entitled Preservation of Business and Relationships, which contains different consequences for violation of that section.

#### **15. Termination**

- a. The Company or Broker can terminate this Contract at any time for any reason or no reason. Notice of termination must be in writing and specify the date of termination. Notice will be effective on the earlier of mailing to the addressee's last known address or delivery to the addressee through personal or electronic means.
- b. The Company may terminate Broker's Contract without giving prior written notice if the Company reasonably believes that Broker has committed any fraudulent, dishonest or illegal act arising out of or related to this Contract or to the Company's business or violated any provision of this Contract or Company Policies and Procedures.
- c. This Contract will terminate immediately in the event of expiration, cancellation or revocation of Broker's license to sell insurance or Broker's death.

#### **16. Indemnification**

- a. The Company will indemnify, defend and hold harmless the Broker against losses, claims, damages, judgments, liabilities, penalties or expenses of any nature, including but not limited to reasonable attorney's fees and court costs, which arise out of or are based upon any untrue statement of a material fact contained in any sales material written and/or approved by the Company.
- b. Broker will indemnify and hold harmless the Company, its affiliates, directors, officers and employees or agents against any losses, claims, damages, judgments, liabilities, penalties or expenses of any nature, including but not limited to reasonable attorney's fees and court costs, which arise out of or are based upon any unauthorized use of sales materials or any verbal or written misrepresentations or any unlawful sales practices, or failure of the Broker to comply with the provisions of this Contract or the willful misfeasance, bad faith, negligence or misconduct of the Broker in the solicitation or applications for or sale of Policies of the Company. Without limiting the foregoing indemnification and hold harmless requirements, Broker also agrees to indemnify and hold harmless Company, its affiliates, directors, officers and employees against any and all losses, expenses, costs of litigation including attorneys' fees, or damages that result from any claim or demand made against Company, its affiliates, directors, officers and/or employees arising out of or related to the use of electronic signatures and/or electronic transactions as set forth in this Agreement. In addition, Broker shall indemnify and hold harmless Company, its affiliates, directors, officers and employees from any loss, expense, cost of litigation, including attorneys' fees, or damage resulting from any negligent or unauthorized act of Broker or Broker's producers and/or employees that relate to Broker's, its producers' and/or employees' use of electronic signatures and/or electronic transactions.
- c. The indemnified party will give prompt written notice to the indemnifying party of assertion of claim. The parties will cooperate with one another in the defense of the claim. Notwithstanding anything to the contrary in this Contract, and to the extent permitted by law, the indemnification provisions of this Contract will not be deemed to waive or limit any other rights available to an indemnified party.



## 17. Notices

The Company may provide notice to Broker via email, fax, website or other electronic means, as well as through the use of an independent courier that provides or maintains a record of delivery date, or by prepaid certified or registered mail with a return receipt requested. Broker agrees to receive information about the Company or its products, changes or amendments to this Contract or Commission schedules and other Company information through electronic means in accordance with the Company Policies and Procedures in effect at the time of giving notice. Broker shall provide notice to the Company through the use of an independent courier that provides a record of the delivery date, or by prepaid certified or registered mail with a return receipt requested to the address specified in Company Policies and Procedures.

## 18. General provisions

- a. **Survival.** Termination of this Contract will not relieve either party of any previously accrued obligations or of any obligations that by their nature are intended to survive termination. The provisions of this Contract relating to Confidential Information, Commissions While Under Contract, Preservation of Business and Relationships and Indemnification shall survive the termination or expiration of this Contract.
- b. **Entire Contract.** This Contract, including the relevant Commission schedule(s), represents the entire agreement between Broker and the Company. No promise, agreement, understanding or representation will be binding on the Company unless it is made in this Contract or the relevant Commission schedule(s), or by a written instrument signed by Broker and a vice president or higher officer level of the Company except as provided herein. This Contract and the relevant Commission schedule(s) may be amended or modified by the Company upon written notice to Broker. Each such amendment will be binding on both parties despite any lack of additional consideration.
- c. **Governing Law.** This is an Iowa Contract and will be construed in accordance with the laws of the state of Iowa.
- d. **Severability.** If any provision of this Contract is held to be unenforceable under any Applicable Law, such provision will be ineffective for that jurisdiction and the remaining provisions of this Contract will continue in full force and effect. In addition, the parties or the court will modify any unenforceable provision so as to make it enforceable under applicable law, while keeping the modified provision as consistent as possible with the original intent of the parties.
- e. **Non-waiver.** Any lenience in enforcing strict compliance with Contract provisions for forbearance by the Company in enforcing them will not be interpreted as a present waiver of those provisions, nor as a waiver of the Company's rights to enforce the same in the future. No term or provision of this Contract will be deemed waived and no breach will be deemed excused unless such waiver or consent will be in writing and signed by the party claimed to have waived or consented.
- f. **Successors and assigns.** This Contract will inure to the benefit of and be binding upon the respective successors and assigns, if any, of the parties. Nothing in this paragraph will be construed to permit any attempted assignment which would be unauthorized pursuant to any other provision of this Contract.

## 19. Signatures

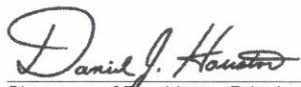
Each party represents that the individual signing below on its behalf has read this Contract, understands it, and has full authority to bind such party.

If there are any alterations to this document (other than the addition of an authorized signature and date), the document will not become a valid, binding agreement and instead will be null and void.

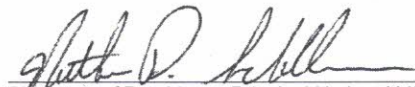
**X**

Signature of Broker

Date (mm/dd/yyyy)



Signature of President—Principal Life Insurance Company



Signature of President—Principal National Life Insurance Company

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DD715-27 | 12/2022 | 2635374-122022 | Classification: Internal Use

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## Commission assignment

Principal Life Insurance Company®  
Principal National Life Insurance Company  
Members of Principal Financial Group®



Please complete this form for a financial professional to assign commissions to a corporate entity.

**NOTE:** Review [Principal Workforce US Privacy Notice](http://www.principal.com/privacy-policies). ([www.principal.com/privacy-policies](http://www.principal.com/privacy-policies))



**Please sign and return this form to:**  
Sales Compensation Administration  
Principal Financial Group  
Des Moines, Iowa 50392-0470



**Email**  
Email completed form to:  
[contracting@principal.com](mailto:contracting@principal.com)



**Questions?**  
800-388-4793

\_\_\_\_\_ assigns and transfers to  
("Assignor")  
\_\_\_\_\_ all right, title and interest in and to all  
("Assignee")  
commissions earned under \_\_\_\_\_ with Principal Life Insurance Company and/or Principal National  
Broker code  
Life Insurance Company (collectively the "Company").

This Assignment is made for the purpose of vesting in the Assignee absolute title to said commissions. Notwithstanding this Assignment, the Company, its successors and assigns, has the right to offset against Assignor's commissions, any indebtedness of the Assignor which the Company, its successors and assigns, would have been authorized to deduct from or offset against if this assignment has not been made.

The Company, its successors and assigns, is authorized and directed to pay any and all assigned commissions directly to the Assignee beginning on the date Assignor executes this document.

The Company, its successors and assigns, may rely upon any receipt, release or waiver or any transfer or other instrument executed by the Assignee alone, purporting to affect this Assignment or any rights hereunder.

Executed \_\_\_\_\_ By \_\_\_\_\_  
Date Assignor signature

## Assignee information

Corporation name \_\_\_\_\_ Tax ID number \_\_\_\_\_

Business address: \_\_\_\_\_  
Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



Authorization agreement  
for direct deposit  
(financial professionals only)

Principal Life Insurance Company  
Principal National Life Insurance Company  
Principal Securities, Inc.  
Members of Principal Financial Group®  
Des Moines, IA 50392-0001



If you are a financial professional earning commissions, please complete this form to authorize us to deposit your net compensation earnings directly into your financial institution account ("Bank"). Investment brokerage accounts are not accepted if a debit cannot be processed.

**NOTE:** Review [Principal's Workforce US Privacy Notice](http://www.principal.com/privacy-policies). ([www.principal.com/privacy-policies](http://www.principal.com/privacy-policies))



**Please include one of the following with this signed form: a voided check from your checking account or a deposit slip from your savings account.**

**Please sign and return this form to:**  
Sales Compensation Administration  
Principal Financial Group  
Des Moines, Iowa 50392-0470

**Email**  
Email completed form to:  
[directdepositchanges@principal.com](mailto:directdepositchanges@principal.com)

**Questions?**  
800-388-4793

**This represents:**

- ☐ New Enrollment  
☐ Change of Account  
☐ Change of Bank

**Name** \_\_\_\_\_  
**Tax ID number** (SSN or EIN) \_\_\_\_\_

**Statement Code(s)**

**Account information**

- ☐ Checking Account  
**Or**  
☐ Savings Account

Bank's routing & transit numbers \_\_\_\_\_  
Account number\* \_\_\_\_\_  
Name on account \_\_\_\_\_

**PSI Registered Reps: A voided check or deposit slip is required in order to deposit directly into your checking and savings account**

**Or**

- ☐ Principal Funds Inc., Money Market Fund Account

Routing number \_\_\_\_\_  
Principal Funds Inc., Money Market Fund Account number\* \_\_\_\_\_

\*Please provide the number that is on the MICR line of your checks.

**Authorization agreement for direct deposit**

I hereby authorize Principal Life Insurance Company, Principal National Life Insurance Company, or Principal Securities, Inc. (if a Principal Securities Registered Representative) to:

- Deposit or credit my compensation earnings to the provided bank account.
- If necessary, initiate adjustments to correct any credit entries made in error to my bank account.

This authority is to remain in effect until revoked by me in writing and received by Principal Life Insurance Company, Principal National Life Insurance Company, or Principal Securities, Inc. at Sales Compensation Administration, Principal, Des Moines, IA 50392-0479. I understand either party reserves the right to terminate this agreement at any time.

**Signature X** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Business address** \_\_\_\_\_  
**Business phone number** \_\_\_\_\_ **Home phone** \_\_\_\_\_ **Fax number** \_\_\_\_\_  
**Email** (please provide if we have additional questions) \_\_\_\_\_

## Producer appointment information

Principal Life Insurance Company  
Principal National Life Insurance Company  
Members of Principal Financial Group®



Please sign and return this form to:  
Sales Compensation Administration  
Principal Financial Group  
Des Moines, Iowa 50392-0470



Email  
Email completed form to:  
[contracting@principal.com](mailto:contracting@principal.com)



Questions?  
800-388-4793

### Instructions

1. **Review** [Principal Privacy Page](#).
2. **Complete pages 1 – 2**
3. **Review** your rights under the Fair Credit Reporting Act (pages 6-8) before you sign page 2.

## Submitting office information (Required)

Submitting office name \_\_\_\_\_ Number \_\_\_\_\_ Unit \_\_\_\_\_

Office contact name \_\_\_\_\_ Office contact email address \_\_\_\_\_

This is a statement of qualifications to become appointed as a producer and is not an application for employment. If you fail to answer any of the following information, it will delay processing. **Please print legibly.**

## New business information

Policy number (if known) \_\_\_\_\_ Policy state \_\_\_\_\_

## Firm/Corporation producer is set-up under

Firm / Corporation name (Required) \_\_\_\_\_ Firm / Corporation Federal Tax ID (Required) \_\_\_\_\_

## Producer information

Producer name (as it appears on resident State license) \_\_\_\_\_

SSN or TIN (Required) \_\_\_\_\_ ☐ Male ☐ Female  
Gender \_\_\_\_\_ Date of birth \_\_\_\_\_

Producer address (Cannot accept PO Box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Producer residence phone \_\_\_\_\_ National producer number (NPN) \_\_\_\_\_

Producer business street Address (not BGA address unless you are physically located in the BGA office) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Producer business phone (Required) \_\_\_\_\_ Producer business email (Required) \_\_\_\_\_

## Broker dealer information — complete this section only if selling on behalf of a Broker Dealer.

Broker Dealer name \_\_\_\_\_ Broker Dealer Tax ID or CRD number \_\_\_\_\_

## Consumer Report authorization by individual to be appointed

I hereby authorize Principal Life Insurance Company ("Principal Life") and/or Principal National Life Insurance Company ("Principal National") to obtain in connection with my application for a contract and/or appointment as a marketer with Principal Life and/or Principal National and/or as a marketer with an affiliated entity, and/or to obtain for purposes of evaluating me for promotion, reassignment, or retention as a marketer with Principal Life and/or Principal National and/or as a marketer with an affiliated entity, a consumer report regarding my criminal record, credit history, driving record, education record, and job history, or otherwise bearing on my credit worthiness, credit standing or capacity, character, general reputation, personal characteristics, or mode of living, and may include information obtained from FINRA. I understand a Central Registration Depository (CRD) report may be ordered and reviewed. This authorization specifically includes the procurement of a consumer report in connection with my application as well as the procurement of a consumer report at any time during my tenure as a marketer with Principal Life and/or Principal National or affiliated entity.

Any consumer report information obtained may be shared among Principal Life and/or Principal National's affiliates in connection with hiring, appointment, promotion, reassignment, and/or retention decisions.

I understand that a photocopy of this authorization may be accepted with the same authority as the original.

I was given (1) the Consumer Report Disclosure and (2) the Summary of Your Rights Under the Fair Credit Reporting Act before signing this document.

### Consumer Report authorization by individual to be appointed

- ☐ **CALIFORNIA APPLICANTS ONLY:** I received the Additional Consumer Report Disclosure for California Applicants.
- ☐ **CONNECTICUT APPLICANTS ONLY:** I received the Additional Consumer Report Disclosure for Connecticut Applicants
- ☐ **MINNESOTA APPLICANTS ONLY:** I received the Additional Consumer Report Disclosure for Minnesota Applicants.
- ☐ **NEW YORK APPLICANTS ONLY:** I received the Additional Consumer Report Disclosure for New York Applicants.
- ☐ **OKLAHOMA APPLICANTS ONLY:** I received the Additional Consumer Report Disclosure for Oklahoma Applicants.
- ☐ **WASHINGTON APPLICANTS ONLY:** I received the Additional Consumer Report Disclosure for Washington Applicants.

Signature

X

Signature

Printed name

Date



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### For residents of California

In connection with your application for a contract and/or appointment as a marketer with Principal Life Insurance Company ("Principal Life"), Principal National Life Insurance Company ("Principal National") and/or Principal Securities, Inc. ("PSI") and/or as a marketer with an affiliated entity, and/or for purposes of evaluating you for promotion, reassignment, or retention as a marketer with Principal Life, Principal National and/or PSI and/or as a marketer with an affiliated entity, Principal Life, Principal National and/or PSI may obtain credit and/or investigative consumer reports on you. Investigative consumer reports may contain information regarding your criminal record, credit history, driving record, education record, and job history, or information otherwise bearing on your credit worthiness, credit standing or capacity, character, general reputation, personal characteristics or mode of living. Per section 1785.20.5 of the California Civil Code, a credit report is being obtained because you will have regular access to personal information. The credit and investigative consumer reports used by Principal Life and/or Principal National are prepared by Business Information Group, Inc., P.O. Box 286, Marlton, NJ 08053. Business Information Group, Inc.'s telephone number is 800-260-1680.

Under section 1786.22 of the California Civil Code, California applicants or workers with a California mailing address may view and obtain a copy of the file maintained on them by an investigative consumer reporting agency – including Business Information Group, Inc. To do so, such persons must make a request to the investigative consumer agency in person, by mail, or by telephone and submit proper identification to the agency (and pay the costs of any duplication services). The agency is required to have personnel available to explain the file and any coded information within it. If a person requests their file in person, he or she may select another person to accompany them, provided that this second person also furnishes proper identification.

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### For residents of Connecticut

You have a right to obtain a copy of your credit file from a credit rating agency. You may be charged a reasonable fee not exceeding five dollars for your first request in twelve months or seven dollars and fifty cents for any subsequent request in that same twelve-month period. There is no fee, however, if you have been turned down for credit, employment, insurance or a rental dwelling because of information in your credit report within the preceding sixty days. The credit rating agency must provide someone to help you interpret the information in your credit file.

In addition, beginning September 1, 2005, under the federal Fair Credit Reporting Act consumers in Connecticut will be entitled to one free report every twelve months upon request from each nationwide consumer reporting agency.

You have a right to dispute inaccurate information by contacting the credit rating agency directly. However, neither you nor any credit repair company or credit service organization has the right to have accurate, current and verifiable information removed from your credit report. Under the federal Fair Credit Reporting Act, the credit rating agency must remove accurate, negative information from your report only if it is over seven years old. Bankruptcy information can be reported for ten years.

If you have notified a credit rating agency that you dispute the accuracy of information in your file, the credit rating agency must then, within thirty days, reinvestigate and modify or remove inaccurate information. If you provide additional information to the credit rating agency, the agency may extend this time period by fifteen days. The credit rating agency shall provide you with a toll-free telephone number to use in resolving the dispute.

The credit rating agency may not charge a fee for this service. Any pertinent information and copies of all documents you have concerning an error should be given to the credit rating agency.

If reinvestigation does not resolve the dispute to your satisfaction, you may send a brief statement to the credit rating agency to keep in your file, explaining why you think the record is inaccurate. The credit rating agency must include your statement about disputed information in a report it issues about you.

You have a right to receive a record of all inquiries relating to a credit transaction initiated in twelve months preceding your request which resulted in the provision of a credit report.

You may request that the information contained in your file not be provided to a third party for marketing purposes.



If you have reviewed your credit report with the credit rating agency and are dissatisfied, you may contact the Connecticut Department of Banking. You have a right to bring civil action against anyone who knowingly or willfully misuses file data or improperly obtains access to your file.

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#### **For residents of Minnesota**

In connection with your application for a contract and/or appointment as a marketer with Principal Life Insurance Company ("Principal Life"), Principal National Life Insurance Company ("Principal National") and/or Principal Securities, Inc. ("PSI") and/or as a marketer with an affiliated entity, and/or for purposes of evaluating you for promotion, reassignment, or retention as a marketer with Principal Life and/or Principal National and/or as a marketer with an affiliated entity, Principal Life, Principal National and/or PSI may from time to time obtain one or more consumer reports regarding your criminal record, credit history, driving record, education record, and job history, or otherwise bearing on your credit worthiness, credit standing or capacity, character, general reputation, personal characteristics or mode of living.

Under Minnesota state law, you have the right to request from the consumer reporting agency additional information on the nature of a consumer report obtained by Principal Life, Principal National and/or PSI. If you submit a written request to the consumer reporting agency, the agency must make a complete and accurate disclosure of the nature and scope of the report. This disclosure must be in writing and must be mailed or delivered to you within the later of five days after the agency received your request or five days after the consumer report was requested.

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#### **For residents of New York**

In connection with your application for a contract and/or appointment as a marketer with Principal Life Insurance Company ("Principal Life"), Principal National Life Insurance Company ("Principal National") and/or Principal Securities, Inc. ("PSI") and/or as a marketer with an affiliated entity, and/or for purposes of evaluating you for promotion, reassignment, or retention as a marketer with Principal Life and/or Principal National and/or as a marketer with an affiliated entity, Principal Life, Principal National and/or PSI may from time to time obtain one or more consumer reports regarding your criminal record, credit history, driving record, education record, and job history, or otherwise bearing on your credit worthiness, credit standing or capacity, character, general reputation, personal characteristics or mode of living.

You will, upon request, be informed whether or not a consumer report was requested, and if a report was requested, you will be informed of the name and address of the consumer reporting agency that furnished the report.

In addition to any consumer report obtained in connection with your application, subsequent consumer reports may be requested or utilized in connection with an update, renewal, or extension of your tenure as a marketer or for the purpose of otherwise evaluating you for promotion, reassignment, or retention as a marketer.

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#### **For residents of Oklahoma**

In connection with your application for a contract and/or appointment as a marketer with Principal Life Insurance Company ("Principal Life"), Principal National Life Insurance Company ("Principal National") and/or Principal Securities, Inc. ("PSI") and/or as a marketer with an affiliated entity, and/or for purposes of evaluating you for promotion, reassignment, or retention as a marketer with Principal Life, Principal National and/or PSI and/or as a marketer with an affiliated entity, Principal Life and/or Principal National will from time to time obtain one or more consumer reports regarding your criminal record, credit history, driving record, education record, and job history, or otherwise bearing on your credit worthiness, credit standing or capacity, character, general reputation, personal characteristics or mode of living.

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#### **For residents of Washington**

A consumer report is obtained from a consumer reporting agency for the purpose of evaluating you for contracting and/or appointment with Principal Life Insurance Company ("Principal Life"), Principal National Life Insurance Company ("Principal National") and/or Principal Securities, Inc. ("PSI") and/or as a marketer with an affiliated entity, and/or for purposes of evaluating you for promotion, reassignment, and or retention as a marketer with Principal Life, Principal National and/or PSI. This report may contain information bearing on your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living from public records or through personal interviews with your neighbors, friends, or associates. Principal Life and/or Principal National requests credit reports on persons who will be selling financial service products and providing financial advice to members of the public. You may also have the right to request additional disclosures regarding the nature and scope of the investigation. The Summary of Consumer Rights is attached to this document.

## Notification of background investigation

Principal Life Insurance Company  
Principal National Life Insurance Company  
Members of Principal Financial Group®



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### Consumer report disclosure

In connection with your application for a contract and/or appointment as a marketer with Principal Life Insurance Company ("Principal Life"), Principal National Life Insurance Company ("Principal National") and/or Principal Securities, Inc. ("PSI") and/or as a marketer with an affiliated entity, and/or for purposes of evaluating you for promotion, reassignment, or retention as a marketer with Principal Life, Principal National and/or PSI and/or as a marketer with an affiliated entity, Principal Life, Principal National and/or PSI I may from time to time obtain one or more consumer reports regarding your criminal record, credit history, driving record, education record, and job history, or otherwise bearing on your credit worthiness, credit standing or capacity, character, general reputation, personal characteristics or mode of living. The National Insurance Producer Registry (NIPR), the Financial Industry Regulatory Authority (FINRA) Central Registration Depository (CRD), and financial institution records may also be accessed. Please sign the Consumer Report Authorization if you are willing to authorize us to obtain such a report.

**NOTE:** You will be provided a copy of your consumer report if adverse action against you is contemplated in whole or in part because of what is contained in the report.



## Summary of your rights under the Fair Credit Reporting Act

Principal Life Insurance Company  
Principal National Life Insurance Company  
Members of Principal Financial Group®



Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

Type of business	Contact
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357



<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
3. Air carriers	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
4. Creditors Subject to the Surface Transportation Board	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
5. Creditors Subject to the Packers and Stockyards Act, 1921	<p>Nearest Packers and Stockyards Administration area supervisor</p>
6. Small Business Investment Companies	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
7. Brokers and Dealers	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

**Business Information Group, Inc.**  
**A Vertical Screen® Company**  
**Attn: Consumer Disclosure**  
**P.O. Box 541, Southampton, PA 18966**  
**Toll-free phone – 800-260-1680**

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