



Aviva
Licensing and Contracting
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Independent Marketing Organization Producer Contracting Instructions

Thank you for your interest in Indianapolis Life Insurance Company. Please make sure the following forms have been completed before submitting to your recruiter. Remember that the contracting process is not complete until all paperwork has been received and approved.

- Complete and sign Producer Contract Application (form 61010).
Includes Automatic Deposit Authorization (EFT). In order to be set up for Automatic Deposit, a voided check or copy of a voided check must be attached.
- Sign Consumer Report Authorization (form 16254)
- Independent Producer Contract (form 16142)
____ If corporation or partnership, officer name and corporate name must appear on producer line.
- Copy(s) of current license(s), individual and corporate
- If commissions are to be paid to a corporation, please complete and include:
Assignment of Commissions Agreement (form 61467)
W-9 form
One of the following:
 - *Corporate license & listing of corporate officers with titles
 - or**
 - Certificate of incorporation & listing of corporate officers with titles
 - or**
 - Articles of incorporation which include officers names & titles
- Transmittal form
- Copy of Errors & Omissions coverage
If copy of E&O coverage lists the Corporation as the Insured, please attach a letter from the E&O Carrier listing the individuals of the corporation covered under the policy.
A minimum coverage of \$1 million per claim is required.
- Anti-Money Laundering Training Certification (form 16050).
 - Not required if AML training has been completed through LIMRA

*Corporate license is mandatory in the following states:

Kentucky
Montana
New Mexico
Utah



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Independent Producer Contract Appointment Application and Agreement

Check all AVIVA company(ies) with which you wish to apply for an Independent Producer Contract:

- American Investors Life Insurance Company
- Indianapolis Life Insurance Company
- AmerUs Life Insurance Company
- Bankers Life Insurance Company of New York:
- Aviva Life Insurance Company
- General Agent
- Associate General Agent
- Agent
- Aviva Life Insurance Company of New York

All Questions Must Be Completed. Attach a Copy of Current Insurance License(s). All sub-licensees on corporate licenses must complete the Producer Information - we will run background checks on all sub-licensees.

INDEPENDENT PRODUCER INFORMATION: (*Note: Required Field)

*Last Name: _____ *First Name: _____ Middle Init.: _____

Former Names: _____ *Gender: Male Female

*Social Security Number: _____ - _____ - _____ *Date of Birth: _____

*Home Address: _____ *City: _____

*County: _____ *State: _____ *Zip Code: _____

*Mailing Address (req'd. if PO Box above): _____

Residence Phone: _____ *Business Phone: _____ *Fax: _____

E-mail Address: _____

Complete this section only if commissions are to be paid to a corporation or subagent arrangement:

Pay to: TIN/Corporation Subagent/LOA/Zero Comp Arrangement

Provide Information if Business or Subagent Arrangement:

Corporation Name: _____ Tax I.D. Number: _____ - _____

Names on Corporate License: _____

Corporation Address: _____

For Bankers Life of NY General Agents Only:

Commissions Paid: One Check to GA Separate Checks to GA

Office Contact Information:

Administrative Contact: _____

Marketing Contact: _____

Software Contact: _____

Beneficiary of your commissions in the event of death - (separate form available upon request):

Name(s): _____ Social Sec. #: _____ - _____ - _____

Address: _____

E&O insurance is required for appointment - Do you have current coverage? Yes No
Attach declaration page showing proof of E&O coverage. Coverage available through AVIVA if needed.

Have you completed the required anti-money laundering training program? Yes No
Attach proof of completed training course (if other than LIMRA).

Recruiter Information

Recruiter Corporate or Individual Name: _____

Recruiter Phone: _____ Recruiter Fax: _____ Recruiter #: _____



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BACKGROUND INFORMATION: Respond to all questions for you personally and on behalf of any organization over which you have exercised or currently exercise control. (Note: If you answer "Yes" to any question, then you must attach an explanation and related documents - e.g. orders, settlement agreements, Sec. 1033 waiver.)

- a. Have you ever applied for a contract with any of the AVIVA companies? Yes No
If Yes, then list the AVIVA companies and agent codes: _____
- b. Do you have any new business pending? List AVIVA company: _____ Yes No
 Client name: _____ State: _____ Date of App.: _____
- c. Do you hold a securities license? Yes No
If Yes, who is your broker/dealer: _____
- d. Have you ever had your insurance license, securities license, or other fiduciary license suspended or revoked, or have you ever had an application for an insurance license denied by an insurance department? Yes No
(other than for noncompliance with continuing ed. or renewal fee requirements)
- e. Have you ever had a complaint filed, a regulatory inquiry/ investigation, an arbitration, or been sued by an insurance department, NASD, state securities office, attorney general or any other regulatory agency? Yes No
- f. Has any lawsuit or claim ever been made against you, your surety company, or errors and omissions insurer arising out of your sales or practices, or, have you been refused surety bonding or E&O coverage? Yes No
- g. Are you presently involved in any litigation or are there unsatisfied judgments or liens (including state or federal tax liens) against you? Yes No
- h. Have you been charged with or pled guilty to, nolo contendere to or been found guilty of any felony or of any misdemeanor involving dishonesty, breach of trust, or, are you now under indictment? Yes No
**If you were convicted of any felony involving dishonesty or a breach of trust, then you must provide us with proof of written consent from the State Insurance Commissioner to work in the insurance business. (See 18 U.S. Code Sec. 1033).*
- i. Does any insurer, insured, or other person claim any commission chargeback or other indebtedness from you as a result of any insurance transactions or business? Yes No
- j. Have you ever been discharged from any employment or had an agent contract terminated for reasons other than low production? Yes No
- k. Have you filed for bankruptcy in the last 7 years? Yes No
- l. Do you agree that you will continually report any adverse action that may be taken against you in regards to Questions (d) through (k) to the Company's Legal Department within 5 days of such change? Yes No

If you answered Yes to any questions (d) through (k), please attach an explanation and documentation for each.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT (ATTACH VOIDED CHECK). I hereby authorize the AVIVA companies listed above and the financial institution named below to initiate credit entries to my account and to reverse any entries made in error. I understand that the company will give me prior notice of any such reversal. This authorization will remain in full force and effect until the AVIVA companies above have written notice from me of its termination in such time and in such manner as to afford the AVIVA companies a reasonable opportunity to act on it. *Note: commissions are only paid by electronic funds transfer (EFT) unless we agree otherwise. The Bank requires that the depositor's name to be the same as the licensed agent. Fill in your Account Info below.*

*Depositor Name: _____

*ABA Routing/Transit#: _____ *Acct. #: _____

*Name of Financial Institution: _____

INDEPENDENT PRODUCER AGREEMENT: By my signature below, I acknowledge that I have read the attached copy of the Independent Producer Contract and I understand this Application will form and become a part of my Contract. I agree to be bound by all of the terms and conditions of the attached Contract including any schedules, supplements, and amendments. I agree that, if appointed, any misrepresentation of facts herein provided will be grounds for termination of the Contract for cause at the sole discretion of the AVIVA companies. I am not appointed to represent the AVIVA companies listed above until and unless this Application is accepted by the companies and I am notified of such acceptance by AVIVA's confirmation letter. Upon acceptance of my application, the Contract shall consist of this Application, the Independent Producer Contract attached hereto, and any changes thereto the AVIVA companies make from time to time, as posted on the agent website or as AVIVA may notify me in writing. I represent and warrant that all information and answers to questions are true and complete.

Independent Producer Signature: _____ Date: _____



