



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

**Appointing Agent:** \_\_\_\_\_

Appointing Agent Contracted?

If **YES**, give agent code # \_\_\_\_\_

If **NO**, please attach contracts and license(s)

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

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

\_\_\_\_\_ AML training was completed through an independent program:

**COMPLETION CERTIFICATE ATTACHED**

**Fair Credit Reporting Act Notice/Communication Authorization:**

I hereby authorize Oak Tree Financial, Inc., and any and all of its affiliates or subsidiary companies, to conduct a thorough background investigation regarding my qualifications for appointment and credit worthiness, including, but not limited to, periodic debit checks through Vector One. I also understand that Oak Tree Financial, Inc. reserves the right to report any outstanding debit balances to Vector One and to revoke or suspend commission advances at any time without prior notice. I further authorize Oak Tree Financial, Inc., and any and all of its affiliates or subsidiary companies, to communicate with me via mail, fax and/or email, unless a request is submitted by me in writing. I agree that a fax or photocopy of this authorization with my signature will be accepted with the same authority as the original. I have carefully read and understand these authorizations and by signing below, agree to all terms and conditions.

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

***Please return to:  
Oak Tree Life and Annuity Brokerage  
11166 Fairfax Blvd, Ste 300  
Fairfax, VA 22030  
Ph.: 800-842-9124 /Fax: 800-586-7905  
www.oaktreeus.com***



## LIFE IMC CONTRACT TRANSMITTAL

Agent Name: \_\_\_\_\_ Agent Code (if known): \_\_\_\_\_

If Business is submitted with or prior to a contracting application or contract change please indicate below:

Pending Business Client Name \_\_\_\_\_ Policy Number \_\_\_\_\_

Please choose the level for the agent and/or agency, contract type, and commission level:

Contract Type:  License Only Producer  Producer  Distributor  Contract Change  
(Agent Signature Required)

Commission Level: Regional Manager \_\_\_\_\_ (ONE LEVEL FOR ALL PRODUCTS)

Required for ALL Contract Types/Commission Levels: Term \_\_\_\_\_ Permanent \_\_\_\_\_

Please indicate the appropriate hierarchy below:

Immediate Upline Name\* \_\_\_\_\_ Code \_\_\_\_\_

Upline Name \_\_\_\_\_ Code \_\_\_\_\_

Upline Name \_\_\_\_\_ Code \_\_\_\_\_

Upline Name \_\_\_\_\_ Code \_\_\_\_\_

Top Level Upline Name\* \_\_\_\_\_ Code \_\_\_\_\_

\*Required Field

All policies will be mailed to agent, if mailing preference is different, please indicate below.

Comments or Special Instructions:

Any pending business will be paid according to the agent contract (if any) in effect prior to receipt of this Transmittal Form by North American Company for Life and Health Insurance®.

Certain states require a supervising agent/agency to be licensed to receive override commissions. If a license is not held in these states when business is written override commissions will not be paid.

The individual or agency receiving the compensation from the License Only Producer production must always be licensed/appointed in every State the Producer is licensed/appointed.

**Completed contracting should be forwarded to:**

North American Company  
Attn: Contracting  
4350 Westown Parkway • West Des Moines, Iowa 50266  
Phone: 866-322-7068 • Fax: 866-322-7072 • Email: [nacontracting@sfgmembers.com](mailto:nacontracting@sfgmembers.com)

Distributor Signature \_\_\_\_\_ Distributor # \_\_\_\_\_ Date \_\_\_\_\_

Agent Signature \_\_\_\_\_ Agent Code \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)

This checklist is intended to provide you with a list of steps to help have a successful appointment with North American.

## Follow these easy steps to get an agent contracted:

- Complete a Contract Application (6798Z) in its entirety.**
  - If you are contracting your corporation, include your name and Social Security Number as well as the corporation's name and Taxpayer ID Number.
  - If you have a Broker/Dealer, include their information.
  - If you are a resident of California, Minnesota or Oklahoma, the Credit Authorization form is required (9043Z-A).
- Transmittal Form (0-2682)**  
This form will need to be completed by your supervising entity, FMO or MGA office.
- Include proof of current Errors and Omissions (E&O) coverage (declaration page).**  
North American requires coverage of \$1 million aggregate and \$1 million per occurrence. Typically this comes in the form of a declaration page from the contract.
- Anti-Money Laundering (AML)**  
This is a USA PATRIOT ACT requirement. We have LIMRA training available to you or, if you have completed this through another source, please provide a copy of the certificate for the course completed.
- It is required to have your commissions deposited directly into your bank account. Send a completed Direct Deposit Authorization form (6772Z) along with a voided check. Please be sure to complete the form in its entirety.**
- Read the procedures outlined in the Compliance Manual (Life - L-2891; Annuity - 8943Z).**

## Required for Annuity Agents ONLY

- Annuity Training**  
Before selling one of our annuity products, you MUST complete our required Compliance Training course in addition to applicable Product Training prior to solicitation. Once you receive notification that you can take the training, visit the Training Center tab on our website. Our training courses are also directly available on the RegEd platform and can be completed by visiting <https://secure.reged.com/TrainingPlatform/>.
  - **This Compliance Training and Product Training MUST be completed before North American will process any pending annuity business.**
  - **Product Training may also be required to be completed BEFORE the solicitation of annuity business as deemed necessary by the specific state in which you are writing business in.**
- Read the product details of Fixed Annuity Product Guide (8109Z).**
- State-Specific Suitability CE Requirement as applicable**  
Please be sure to check with your state's department of insurance for any suitability requirements that are required to sell annuities. The state-specific suitability requirement is for both residents and non-residents alike to be completed as the states deem necessary before soliciting annuity business.
- You may email, fax, or mail these required documents to Agent Contracting Services:**  
**4350 Westown Parkway**  
**West Des Moines, IA 50266**  
**Phone: 866-322-7068**  
**Fax: 866-322-7072**  
**nacontracting@sfgmembers.com**

**Note: If you are submitting a New Business application, please complete the above requirements prior to meeting with the client. This will help your future business process efficiently.**

COMPLETE ALL QUESTIONS.

FIRST NAME	MI	LAST NAME	GENDER <input type="checkbox"/> M <input type="checkbox"/> F	DATE OF BIRTH	SOCIAL SECURITY NUMBER	NATIONAL PRODUCER NUMBER
TYPE OF APPOINTMENT (SELECT ONE) <input type="checkbox"/> LIFE <input type="checkbox"/> ANNUITY		CONTRACT TYPE <input type="checkbox"/> LLC* <input type="checkbox"/> PARTNERSHIP* <input type="checkbox"/> SOLE PROPRIETORSHIP* <input type="checkbox"/> CORPORATION* <input type="checkbox"/> INDIVIDUAL		TAXPAYER ID NUMBER	CRD NUMBER	
RESIDENCE ADDRESS – STREET, CITY, STATE, ZIP				RESIDENCE TELEPHONE ( )		
BUSINESS NAME (DBA)				BUSINESS TELEPHONE ( )		
BUSINESS ADDRESS – STREET, CITY, STATE, ZIP				BUSINESS FAX ( )		
PREFERRED MAILING <input type="checkbox"/> RESIDENCE ADDRESS <input type="checkbox"/> BUSINESS ADDRESS				CELL PHONE ( )		
E-MAIL ADDRESS (REQUIRED)				PREFERRED CONTACT <input type="checkbox"/> RES. PHONE <input type="checkbox"/> BUS. PHONE <input type="checkbox"/> CELL PHONE <input type="checkbox"/> E-MAIL		
BROKER/DEALER NAME (IF REGISTERED REP OR AFFILIATED WITH BD)						
BROKER/DEALER ADDRESS – CITY, STATE				BROKER/DEALER CRD # (IF KNOWN)		

**PLEASE RESPOND TO ALL QUESTIONS FOR YOU PERSONALLY AND ANY ORGANIZATION OVER WHICH YOU HAVE EXERCISED CONTROL. IF YOU ANSWER "YES" TO ANY QUESTIONS, YOU MUST ATTACH AN EXPLANATION WITH ALL RELEVANT INFORMATION AND SUPPORTING DOCUMENTS.**

- Yes  No 1. Have you ever been convicted, pled guilty or nolo contendere, or do you have pending charges to a felony or misdemeanor? If yes, attach copy of court records.
- Yes  No 2. Have you ever had any regulatory action taken against you, or had your insurance or securities license denied, suspended, terminated or revoked by an insurance department, FINRA, or any other regulatory agency?
- Yes  No 3. Have you ever had a complaint filed or do you anticipate a complaint being filed against you by a consumer, an insurance department, FINRA or any other regulatory agency?
- Yes  No 4. Has your contract or appointment ever been terminated involuntarily by an insurer or FINRA member firm?
- Yes  No 5. Has any claim ever been made against you, your surety company, or errors and omissions insurer arising out of insurance and/or securities sales?
- Yes  No 6. Are you currently involved or ever been involved in litigation?
- Yes  No 7. Do you have past due financial obligations, unsatisfied judgments, or liens, including any delinquent state or federal tax obligations?
- Yes  No 8. Have you ever filed bankruptcy?
- Yes  No 9. Does any person or entity claim any indebtedness from you as a result of any insurance transaction or business?

**COMPLIANCE**

- Yes  No I will conform to the procedures outlined in the "Compliance Manual" and all company product guides.

**CONDITIONS AND AGREEMENTS** – By signing this application, I hereby acknowledge I have read a specimen copy of the proposed contract and all applicable supplements and addendums thereto to be entered into between myself and North American Company for Life and Health Insurance® (North American). I agree to be bound by all of the terms and conditions of such contract, supplements and addendums, which includes applicable commission schedule(s), and further agree that upon authorization to solicit business by North American, such contract, supplements and addendums shall be legally binding on me without further action required on my part. Thereafter, such contract, supplements, and addendums shall govern my relationship with North American, a personalized copy of which shall be made available to me by North American by electronic delivery. I agree not to solicit business until I have been notified by North American that I am authorized to do so. I represent and warrant that all information and answers to questions are true and complete. I understand the Fair Credit Reporting act requires North American to notify me that, as a routine part of processing my contract application, a consumer report may be obtained which may include information bearing on my credit worthiness, credit standing, credit capacity, character, general reputation, and personal characteristics or mode of living. I further authorize North American or its affiliates' to obtain a consumer report and Vector One report in connection with this contract application. I further authorize North American or any of its affiliates or their duly authorized representatives to contact any organization or individual who has knowledge of my employment history, credit history, financial status, or record of any illegal activity to (a) obtain a record of such history, status, or activities and (b) hereby authorize the release of such information by such organization or individual in connection with this application and (c) authorize North American or any of its affiliates to release information about any debit balance I may incur to Vector One, it's successors, or any organization designated to replace Vector One. This authorization shall remain valid and in effect during the term of my contract. North American has the right to obtain subsequent consumer reports and/or investigative consumer reports on an as needed basis. Any Marketing materials which have not been provided by North American must be approved by North American prior to their use. I understand that any specimen sales brochures and material I have received are provided only for my personal examination of product provisions and rates. A photocopy of this authorization shall be as valid as the original, regardless of the date it is signed. 'Affiliate means any company owned, directly or indirectly, by Sammons Financial Group, Inc. I will not sell or solicit North American annuity products in NY.

**AGENT AUTHORIZATION** – 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and; 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and; 3. I am a U.S. citizen or other U.S. person, and; 4. I am exempt from Foreign Account Tax Compliance Act (FATCA) reporting.

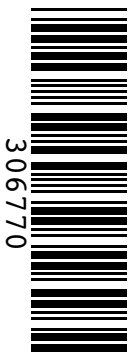
AGENT SIGNATURE	OFFICER SIGNATURE*	DATE
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**I have reviewed the above application and I hereby recommend this agent contract for consideration by North American.**

DISTRIBUTOR SIGNATURE	CODE	DATE
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**\*If Officer of a Corporation, LLC, Partnership, or Sole Proprietorship please sign both as Agent and Officer.**

**Completed form should be forwarded to the appropriate Life Division or Annuity Service Center at the address below.**



Credit Authorization For:  
**California, Minnesota and Oklahoma Residents**

Thank you for completing an application for appointment with North American.

Under state law we must inform you that we utilize Business Information Group, Inc., a consumer-reporting agency, to obtain records of employment history, credit history, financial status, or record of any illegal activity on applicants for appointments with our Company. Your signature on the Contract Application authorizes North American, or its duly authorized representative, to contact Business Information Group, Inc., its successors, or any organization designated to replace Business Information Group, Inc., in order to obtain a record of employment history, credit history, financial status, or record of any illegal activity on you; and also authorizes the release of such information by Business Information Group, Inc., its successors, or any organization designated to replace Business Information Group, Inc, in connection with your application. In addition, your signature on the application authorizes North American to release information about any debit balance you may incur to Vector One, its successors, or any organization designated to replace Vector One.

With your signature below, we will obtain an employment-only credit check that does not include a credit score. An employment credit check will not negatively affect your credit score or status with the credit-reporting agencies.

Also, under state law, you are entitled to a copy of the record North American obtains from Business Information Group, Inc. Please indicate by checking the appropriate box whether or not you would like a copy of the report.

- Yes, please send a report to the residence address I indicated on my application.
- No, I do not wish to have a copy of the report sent to me.

Please send this authorization back along with your completed contract application, including your signature and report choice above in order to complete the processing of your application. Your agent contract will remain at a pending status and a consumer report will not be ordered until this requirement is satisfied. Thank you.

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Signature

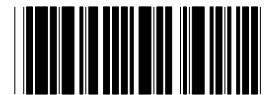
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SSN

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Date

*Completed form should be forwarded to the appropriate address below.*



### BUSINESS ENTITY CERTIFICATE

This Certificate is delivered to North American Company for Life and Health Insurance® (the "Company"), pursuant to the contract application on behalf of \_\_\_\_\_ [name of entity], a \_\_\_\_\_ [State of entity's domicile; insert type of entity: corporation; limited liability company; partnership; sole proprietorship] to be a Producer or Distributor of the Company (the "Contract Applicant").

The undersigned, on behalf of the Contract Applicant, and not in his or her individual capacity, hereby certifies to the Company as follows:

1. The undersigned is authorized to execute and deliver this Certificate on behalf of the Contract Applicant.
2. The Federal Tax I.D. of the Contract Applicant is: \_\_\_\_\_.
3. The officers of the Contract Applicant are (attach additional pages of necessary) *(Required for Corporations and LLC's; only required for other entity types if applicable)*:

Name	Office
	President
	Vice President
	Secretary
	Treasurer

4. The directors or managers of the Contract Applicant are (attach additional pages if necessary) *(Required for Corporations and manager-managed LLC's; only required for other entity types if applicable)*:

Name	Director/Manager

5. The four (4) largest stockholders, members or partners of the Contract Applicant are *(Required of all entity types)*:

Name	Name

6. As of the date of this Certificate, the following persons are those authorized to execute each document to which the Contract Applicant is or will be a party and who is authorized to act on behalf of the Contract Applicant, and each such person's true signature is set forth adjacent thereto *(Required for all entity types)*:

Name	Office	Signature

IN WITNESS WHEREOF, the undersigned has executed this Certificate this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed:	
Printed Name:	
Title:	

**Completed form should be forwarded to the appropriate Life or Annuity Division at the address below.**



## Annualization Addendum

Distributor/Producer Name (please print): \_\_\_\_\_

Distributor/Producer Code: \_\_\_\_\_

In signing this Annualization Addendum, I acknowledge I have read the applicable terms and conditions. I understand any amounts paid as Annualization Commissions are loans and not advances. In the event I am no longer under contract, any Unearned Annualization Commission amounts paid to me are to be repaid to the Company on demand. The Company reserves the right to accept or reject this Addendum and I understand and acknowledge the Company may terminate this Addendum at any time and for any reason. This Addendum shall terminate automatically upon termination of my Contract with the Company.

Please set maximum amount of Annualization per Annualized Policy at \$ \_\_\_\_\_ (“Annualization Cap”).

Signature of Distributor/Producer: (Required)	Date:
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Signature of Distributor: (Required)	Date:
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Please retain a copy of this Addendum for your records and send the original to the Company.

### FOR OFFICE USE ONLY

Processed and Accepted by the Company:

By: \_\_\_\_\_

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

(“Effective Date”)

## Terms and Conditions

### 1. Definitions.

- All capitalized terms not otherwise defined in this Addendum shall have the meaning set forth in your contract with the Company (the “Contract”).
- An “Annualized Commission” is an advance of a percentage of first year commissions on New Business to you. Annualized Commissions are computed by multiplying the Annualization Percentage by the first year commission rate for New Business, as specified in the applicable commission schedule. Commissions will only be annualized in Year 1 of the Company Product.
- The “Annualization Percentage” is the percentage of first year commissions that the Company will pay you. The Annualization Percentage is identified above and may be modified from time to time by the Company upon written notice to you as set forth in the Contract.
- “Annualized Policy” means New Business for which an Annualized Commission has been paid to you.
- “New Business” means a life insurance policy issued by the Company for which the Company has received full payment of the first modal premium and all outstanding policy requirements. New Business does not include annuities or unscheduled or excess premiums on universal life products.
- “Unearned Annualized Commissions” means Annualized Commissions for which the first year commission on New Business has not been earned.

### 2. Annualized Commission Payment.

- The Company will pay an Annualized Commission to you on New Business eligible for annualization. The Company reserves the right, in its sole discretion, to determine whether New Business is eligible for annualization under this Addendum.
- An Annualized Commission will be reported as income for tax purposes at the time it is paid to and received by you.
- The Company will credit first year commissions, as those commissions are earned, against the sum of Annualized Commissions paid on Annualized Policies pursuant to the Automatic Commission Withholding Process set forth in Section 3 below. Any remaining balance of first year commissions, after crediting those commissions against paid Annualized Commissions, will be paid to you as earned.

- The maximum annualization amounts allowed as a percentage of Annualized Commissions shall be seventy-five percent (75%), except the maximum annualization for annual policies, which shall be one hundred percent (100%).
- The Company reserves the right to determine the maximum amount of Annualized Commissions to be paid in any calendar month to you.
- The Annualization Cap is the maximum amount of Annualized Commissions to be paid on New Business. Such amount shall not exceed: \$10,000.

### 3. Automatic Commission Withholding Process.

- You shall be provided a commission statement via the Company’s web site, which statement shall accumulate new available Annualization Commissions and generate electronic funds transfers for amounts payable of \$50 or more.
- Annualized Commissions will be deposited to your bank account on the second working day after a commission cut-off is completed.
- In consideration for receipt of Annualized Commissions under the Annualization Addendum, you authorize the Company to withhold first year commissions earned on an Annualized Policy until the sum of those first year commissions equals the amount of Annualized Commissions paid for that Annualized Policy.
- If first year commissions earned on an Annualized Policy are insufficient to offset Unearned Annualized Commissions for that Annualized Policy, the Company reserves the right to offset any Unearned Annualized Commissions from all first year and renewal commissions otherwise be payable to you.
- In the event an outstanding balance of Unearned Annualized Commissions exists despite (d) and (e) above, the Company reserves the right to seek repayment of that outstanding balance from you pursuant to the Contract.
- Any indebtedness incurred under this Addendum for which recovery cannot be made pursuant to (d), (e) or (f) of this Section 3 shall be governed by the terms for indebtedness included in the Contract.

### 4. The terms and conditions of the Contract are applicable to this Addendum.

# Commission Direct Deposit Authorization Form



## Instructions

It is North American's policy to deposit your commissions directly to an account of your choosing at any designated financial institution.

1. Mark the appropriate box specifying the line of business the direct deposit information applies to.
2. Mark the appropriate box specifying that your pay will be deposited to either your checking account or savings account.
3. Complete the requested information about you, your financial institution, and your account.
4. Submit a voided check for verification of all financial institution information.
5. Review and sign the completed form.

## Please complete all fields below

Line of business (check all that apply)  Annuity  Life

Type of account (select one)

- Checking account - VOIDED CHECK REQUIRED
- Savings account - Provide account verification information on bank letterhead.

Financial institution's name

Financial institution account owner

Agent/Agency name

Agent/Agency code(s) - List all codes that apply

Routing number

Account number

## Authorization

Should an incorrect deposit be made, the financial institution is authorized to debit my account and return the funds to North American.

Taxable earnings will be reported on the Tax ID in which they are earned, regardless of the payee/account to which they are paid.

In the event you incur a commissions debt to North American we will not debit your account without prior permission from you.

This agreement will remain in effect until I have cancelled/changed it in writing.

I authorize North American and the financial institution listed above to automatically deposit my payable and net amounts earned.

Agent/principal signature

Date

**Mail, fax, or email this completed form along with a voided check  
on a separate page using the appropriate information below.**

## VOIDED CHECK REQUIRED

4350 Westown Parkway, West Des Moines, IA 50266  
Phone: (866) 322-7068 • Fax: (866) 322-7072 • Email: [nacontracting@sfgmembers.com](mailto:nacontracting@sfgmembers.com)