

HOW TO DO BUSINESS WITH SBLI

Submission:

- ALL new business applications **MUST** be sent:
 - Email: records@sbli.com
 - Fax: (781) 994-4240

Checking Case Status:

- Website: www.sbliagent.com
- Email: records@sbli.com
- Phone: 888-224-7254 Option 2, 2
- Please be sure to have the policy number and client name available during all correspondence.

Requirements and Monies:

- **ALL** requirements **MUST** be emailed to: records@sbli.com
- Please be sure to have the policy number and client name available during all correspondence.

*Checks should be mailed to:
SBLI
P.O. Box 55249
Boston, MA 02205*

- **DO NOT** send checks without a policy number. This could delay issue!

Illustrations and Marketing Support:

- Please contact 888-224-7254 Option 1, 3

Submission of Downline Producer Contracts:

- Please email your **Downline Contracts** with Transmittal to records@sbli.com
- Fax: 781-994-4240
- Status: 888-224-7254 Option 1, 2

Service Requests: Who/Where should I Call, mail and fax?

SBLI thought it would be helpful to provide you with some key email, fax and telephone numbers. **For a complete functional listing please refer to SBLIagent.com** Please keep in mind that all incoming mail related to the service operation must first be imaged, indexed and routed to the appropriate department. The following is a guide for contacting our service teams.

Department Mail	Mailing/Email/Fax/Telephone
Underwriting and New Business <ul style="list-style-type: none"> o Applications o Amendments/Questionnaires o All other mail for new business o Status 	SBLI P.O. Box 4047 Woburn, MA 01888 Email: Records@SBLI.com Fax #: (781) 994-4240 Toll Free #: Customers: (800) 694-7254 Agency: (888) 224-7254
Premium Payments <ul style="list-style-type: none"> o Initial premium o Renewal premium 	SBLI P.O. Box 55249 Boston, MA 02205 Email: Records@SBLI.com Fax #: (781) 994-4240 Toll Free #: Customers: (800) 694-7254 Agency: (888) 224-7254
Overnight Delivery - Premium payments <ul style="list-style-type: none"> o Initial premium 	SBLI Attn: new Business 1 Linscott Rd Woburn, MA 01888
Customer Service <ul style="list-style-type: none"> o Death Claims o Policy Change o Surrender/Loan o Etc. (For a complete list refer to the Agent Service Directory.) 	SBLI (Centrian should use PO Box 4044) P.O. Box 4046 Woburn, MA 01888 Email: Records@SBLI.com Fax #: (781) 994-4240 Toll Free #: Customers: (800) 694-7254 Agency: (888) 224-7254
Annuity Services <ul style="list-style-type: none"> o New Business and Customer Service 	SBLI (Centrian should use PO Box 4044) P.O. Box 4046 Woburn, MA 01888 Email: Records@SBLI.com Fax #: (781) 994-4240 Toll Free #: Customers: (800) 694-7254 Agency: (888) 224-7254
Commissions	Email: Records@SBLI.com Toll Free #: (888) 224-7254 (pick 4)
* All mail received prior to 12:00 PM will be scanned and routed to the appropriate service department within 24 hours. Any mail received after 12:00 PM is considered next day.	

Zip App (Drop Ticket)

<https://igroup.applicintexpress.com/SelfRegistration.aspx?SystParam=2df94f0ca6c418ac%2bDQrU8Xa7eNbAvZmM50E5g%3d%3d>