EverVest Inc. 6500 City West Pkwy Suite # 101 Eden Prairie, MN 55344

Tel: 888-990-5501 Dir: 952-542-6300

Fax: 888-990-5123

Contracting@evervestinc.com

Evervestinc.com



#### Dear Valued Agent,

Thank you for taking the time to complete the following information. If you ever have any questions, please do not hesitate to contact us.

To complete your licensing request, please complete the following licensing questionnaire. The questionnaire information will be submitted through our online licensing system, SureLC which is a program that allows us to save your information in our system. Please be aware that some carriers require the agent to verify the completed paperwork that is generated through our SureLC system. In the event that you receive and email notification from SureLC, please review and acknowledge the completed paperwork. In the future, should you desire to be appointed with any additional carriers, EverVest Inc. will already have your information saved on file, allowing us to submit and complete your appointment in a timely manner.

Please allow 24 hrs. for contracting paperwork that is in good order to be submitted to the carrier or review. Licensing requests that are submitted in good order are in most cases approved by the carrier within 7 business days.

The following documents must be submitted to EverVest Inc. in their entirety;

- Agent Personal Information
- Licensing Questionnaire
  - Signature Page
  - Letter of Explanation for "Yes" responses
- Signature Authorization
- Electronic Funds Transfer
- Vector One Agreement

- Copy of a voided check
- W9
- Copy of E&O certificate
- Proof of AML Completion Certificate
- State annuity suitability training, if required
- Best Interest Standard training
- Jurisdictional & Venue Agreement

Before taking an application, please remember to complete you NAIC state specific annuity suitability training and any required carrier product specific training. The instructions for completing the training can be found on our website, EverVest.us

If the above requirements are not met within 30 days of the request, your appointment with be closed until paperwork is received in good order.

Submit these documents to:



EverVest, Inc.

E: contracting@evervestinc.com

O: 888-990-5501 | F: 888-990-5123

EverVest Inc.
6500 City West Pkwy
Suite # 101
Eden Prairie, MN 55344
Tel: 888-990-5501 Dir: 952-542-6300

Fax: 888-990-5123 Evervestinc.com



#### **Contracting Process**

Required documents (obtained from your Marketer):

- Evervest Contracting Packet in its entirety *OR*
- Completion of registration through SureLC with signed copies of the Jurisdictional Venue Agreement and the VectorOne Agreement

Please allow 24 hours for contracting paperwork that is in good order to be submitted to the carrier for review. The carrier usually approves licensing requests submitted in good order within seven business days.

Status checks are performed within the below timeframes and will be emailed from <a href="mailto:contracting@evervestinc.com">contracting@evervestinc.com</a>.

Submission Verification and Initial Status – 3 business days Subsequent status checks – 7 business days

#### **New Business Process**

Applications can be submitted via the following methods:

- Email newbusiness@evervestinc.com
- Paper 6500 City West Pkwy, Ste 101 Eden Prairie, MN 55344
- Firelight <a href="https://firelighteapp.com/EGAccess/?org=EVI">https://firelighteapp.com/EGAccess/?org=EVI</a>

Please allow 24 hours for applications to be reviewed and submitted to the carrier when in good order. Applications that are not in good order will receive an email with outstanding requirements from <a href="mailto:newbusiness@evervestinc.com">newbusiness@evervestinc.com</a>.

Status checks are performed within the below timeframes and will be emailed from <a href="mailto:newbusiness@evervestinc.com">newbusiness@evervestinc.com</a>.

Submission Verification and Initial Status – 3 business days Subsequent status checks – 7 business days



# AGENT HIERARCHY TRANSMITTAL

Agent Name:			
Agent's Group Affiliation:			
Agent's Broker Dealer:			
Contact Agent Direct: (sele  If No, please list point of		No nt Status Correspondence;	
Name:		Contact Info:	
Name:		Contact Info:	
Name:		Contact Info:	
State/s Appointment Requ	ested:		
Carrier Requested	Product Type	Agent's Direct Report	Agent Currently Contracted
Additional Notes Regardin	g Agent's Contract:		



# AGENT INFORMATION

Last Name:	MI:	First Name:	SSN:	
Date of Birth: E	Email:	Resi	dent Insurance License#:	State:
Phone:	Mobile:		Fax:	
Driver's License #:	State:	Title:	Marital Status:	
Maiden name (if different than li	sted above):			
Mailing Address (No PO boxes		ess that policies and ces will be sent to.	Move in Date:/_	/
Address:		city/ State:		_Zip:
Residential (No PO Boxes)- If d	<u>if</u> ferent from abo	ve	Move in Date:/	_/
Address:		City/State:_		_ Zip:
AML Provider:			Date Completed:/	/
AML Provider:  LIMRA: Password  Please provide your password			<u>-</u>	·
LIMRA: Password	if completed t	es No	o that we can pull your train	ing records.
LIMRA: Password  Please provide your password  Are you a Registered Rep with	if completed to FINRA? Yes	es No	o that we can pull your train  CRD#  Olicitor/LOA	ing records.
LIMRA: Password  Please provide your password  Are you a Registered Rep with If Yes, Broker/Dealer Name:  Doing Business As: Individed If DBA Solicitor/LOA, list who you	FINRA? Ye	es No  ness Entity So commissions to:	o that we can pull your train  CRD#  Olicitor/LOA	ing records.
LIMRA: Password  Please provide your password  Are you a Registered Rep with If Yes, Broker/Dealer Name:  Doing Business As: Individed If DBA Solicitor/LOA, list who you	FINRA? Yes	es No  ness Entity So commissions to:	o that we can pull your train  CRD#  Olicitor/LOA  A Business Entity:	ing records.
LIMRA: Password  Please provide your password  Are you a Registered Rep with If Yes, Broker/Dealer Name:  Doing Business As: Individ If DBA Solicitor/LOA, list who yo  Comple	FINRA? Yes	es No  ness Entity So commissions to:  ving only if DBA	c that we can pull your train  CRD#  Dicitor/LOA  A a Business Entity:  Website:	ning records.
LIMRA: Password  Please provide your password  Are you a Registered Rep with If Yes, Broker/Dealer Name:  Doing Business As: Individ If DBA Solicitor/LOA, list who yo  Comple  EIN:  Business Name	FINRA? Yes	es No  ness Entity So commissions to:  ving only if DBA	c that we can pull your train  CRD#  Dlicitor/LOA  A a Business Entity:  Website:  Principal Title:	ning records.



# AGENT INFOMRATION

Employment History: Please provide the past 5 years	s of employment ** Attach additional info if needed**	
From:/ To:/	_	
Company:	Position:	-
Location:		
From:/ To:/	-	
Company:	Position:	-
From:/ To:/	_	
Company:	Position:	_
Location:		
Address History: Please provide the past 5 years	** Attach additional info if needed**	
From:/ To:/	_	
Address (No PO boxes):	city/ state: Zip:	
From:/ To:/	-	
Address (No PO boxes):	city/ state: Zip:	
From:/ To:/	-	
Address (No PO boxes):	city/ state:Zip:	



# LEGAL QUESTIONAIRE FOR CONTRACTING & APPOINTMENTS

### Please complete this questionnaire in its entirety

	we you ever been charged or convicted of or plead guilty to any Felony, Misdemeanor, federal/ ate insurance and/or securities or investments regulations or statutes?	Yes	No
	a. Have you ever been convicted of or plead guilty or no contest to any Felony?	Yes	No
	b. Have you ever been convicted of or plead guilty or no contest to any Misdemeanor?	Yes	No
	c. Have you ever been convicted of or plead guilty or no contest to a violation of federal or state securities or investment related regulations?	Yes	No
	d. Have you ever been convicted of or plead guilty or no contest to a violation of state	Yes	No
	e. insurance department regulation or statute?		
	f. Has any foreign government, court, regulatory agency, or exchange ever entered an order against you related to investments or fraud?	Yes	No
	g. Have you ever been charged with a Felony?	Yes	No
	h. Have you ever been charged with a Misdemeanor?	Yes	No
	i. Have you ever been on probation?	Yes	No
	we you ever been or are you currently being investigated, have any pending indictment, wsuits or have you ever been in a lawsuit with an insurance company?	Yes	No
	a. Are you currently under investigation by any legal or regulatory authority?	Yes	No
	b. Have you been under investigation by any insurance company?	Yes	No
	c. Have you ever been or are you currently involved in any pending indictments, lawsuits, civil judgments, or other legal proceedings (civil or criminal)	Yes	No
	d. Have you ever been named as a defendant or co-defendant in a lawsuit, or have you ever		
	sued or been sued by an insurance company?	Yes	No
3. Ha	ive you ever been alleged to have engaged in any fraud?	Yes	No
4. Ha	eve you ever been found to have engaged in any fraud?	Yes	No
5. Ha	as any insurance or financial services company or broker dealer terminated your ontract or appointment or permitted you to resign for reasons other than lack of sales?	Yes	No
	a. Were you fired because you were accused of violating insurance or investment related statures, regulations, rules or industry standards of conduct?	Yes	No
	b. Were you fired because you were accused of fraud or the wrongful taking of property?	Yes	No
	c. Were you fired because of failure to supervise in connection with insurance or investment related statues, regulation, rules, or industry standards of conduct?	Yes	No
	we you ever had an appointment with any insurance company and been denied or terminated r cause?	Yes	No
7. Do	bes any insurer, insured, or other person claim any commission chargeback or other debtedness from you as a result of any insurance transactions or business?	Yes	No



8. Has any lawsuit or claim ever been made against you, your surety company, or errors and omission insurer arising out of your sales or practices, or, have you been refused surety bonding or E&O coverage?	Yes	No
Has a bonding or surety company ever denied, paid on or revoked bond for you?	Yes	No
b. Has any Errors & Omissions (E&O) carrier ever denied, paid claims or cancelled your coverage?	Yes	No
9. Have you ever had an insurance or securities license denied, suspended, cancelled, or revoked?	Yes	No
10. Has any state or federal regulatory body found you to have been a cause of an investment or insurance -related business having its authorization to do business denied, suspended or revoked/restricted?	Yes	No
11. Has any state or federal regulatory agency revoked or suspended your license as an attorney, accountant, or federal contractor?	Yes	No
12. Has any state or federal regulatory agency found you to have made a false statement or omission or been dishonest, unfair, or unethical?	Yes	No
13. Have you had any interruptions in licensing?	Yes	No
14. Has any state, federal, or self-regulatory agency filed a complaint against you, fined, sanctioned, censured, penalized, or otherwise disciplined you for a violation of their regulations or state or federal statutes?	Yes	No
a. Has any regulatory body ever sanctioned, censored, penalized, or otherwise disciplined you	Yes	No
b. Has any state, federal, or self-regulatory agency filed a complaint against you, fined or sanctioned you?	Yes	No
c. Have you ever been the subject of a consumer initiated complaint?	Yes	No
15. Have you personally or any insurance or securities brokerage firm with whom you have been associated filed a bankruptcy petition or declared bankruptcy?	Yes	No
a. Have you personally filed a bankruptcy petition or declared bankruptcy?	Yes	No
b. Has any insurance or securities brokerage firm with whom you have been associated filed a bankruptcy petition or been declared bankrupt either during your association of within 5yrs. After termination of such association?	Yes	No
c. Is the bankruptcy pending?	Yes	No
16. Are there any unsatisfied judgments, garnishments, or liens against you?	Yes	No
17. Are you connected in any way with a bank, savings & loan association, or other lending or financial institution?	Yes	No
18. Have you ever used any other names or aliases?	Yes	No
19. Do you have any unresolved matters pending with Internal Revenue Service or other taxing authority?	Yes	No
TO I WITTEN AND AND AND AND AND AND AND AND AND AN		

If you answered any questions **YES**, provide an explanation that includes dates, actions, and descriptions. Use the letter of explanation below, attach additional paper if necessary.

Signature:	Date:



# LETTER OF EXPLANATION

	** Attach Additional Pages if Needed**
Date of Action:/	
Action:	
Reason:	
Explanation:	
Date of Action://	
Action:	
Reason:	
Explanation:	
Date of Action:/	
Action:	<del></del>
Reason:	
Explanation:	





PLEASE READ THIS AUTHORIZATION, SIGN IN THE BOX BELOW AND SUBMIT THIS FORM BY FOLLOWING THE INSTRUCTIONS PROVIDED ON THE COVER PAGE.
I,
By my signature below, I certify that the information I have submitted to the Authorized Parties is correct to the best of my knowledge and acknowledge that I have read and reviewed the forms and agreements which the Authorized Parties have been authorized to affix my signature. I agree to indemnify and hold any third party harmless from and against any and all claims, demands, losses, damages, and causes of action, including expenses, costs and reasonable attorneys' fees which such third party may incur as a result of its reliance on any form or agreement bearing my signature pursuant to this authorization.  Please sign in the center of the box below. Please use BLACK ink.



# ELECTRONIC FUND TRANSFERS (EFT)

Account Owner Name (Required):	_
Transit #:	
Account Number:	_
Financial Institution Name:	_
Branch Address:	_
City:	_
Phone:	
Account Type: Checking Saving	
By signing below, I hereby authorize the Company to initiate credit encredit entries in error to the checking and!or savings account indicated ull effect until the Company has received written notification from me authorization is subject to the terms of any agent or representative coagreement that I may have now, or in the future, with the Company.	d on this form. This authority is to remain in of its termination. I understand that this
Signature:	Date:
Attach copy of the check here for deposit slip for saving	•

Form (Rev. December 2014)
Department of the Treasury

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

IIILCITIAI	nevei	lue Service				1				
		ame (as shown on your income tax return). Name is required on this line; do not leave this line blank.								
page 2.	2 B	usiness name/disregarded entity name, if different from above								
uo <b>s</b>	_	neck appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes:  Individual/sole proprietor or C Corporation S Corporation Partnership single-member LLC	_	ust/estate	certa	kemptior ain entitic uctions on npt paye	es, not on pag	indivi e 3):	iduals	
r t	╵╙	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partners		-h f	Exer	nption fr	om FA	TCA	report	tina
Print or type	_	<b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the tax classification of the single-member owner.	n the line	above to	code	e (if any)				
F 등	$\sqcup \sqcup$	Other (see instructions)				es to accour			utside th	ne U.S.)
pecifi	5 A	ddress (number, street, and apt. or suite no.)	Reques	ter's nam	e and ac	Idress (c	ptiona	I)		
See	<b>6</b> C	ty, state, and ZIP code								
	<b>7</b> Li	st account number(s) here (optional)								
Par	t I	Taxpayer Identification Number (TIN)								
Enter	your	TIN in the appropriate box. The TIN provided must match the name given on line 1 to av	oid .	Social	security	number				
reside	nt ali	hholding. For individuals, this is generally your social security number (SSN). However, f en, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other	r		<u> </u>		7_			
entitie TIN or		s your employer identification number (EIN). If you do not have a number, see <i>How to ge</i> e 3.	et a	or						1
Note.	Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for Employer identification number									
guidel	ines	on whose number to enter.			1					
					-					
Part	Ш	Certification								
Under	pena	alties of perjury, I certify that:								
1. The	e nun	nber shown on this form is my correct taxpayer identification number (or I am waiting for	r a numb	er to be	issued	to me);	and			
Sei	rvice	subject to backup withholding because: (a) I am exempt from backup withholding, or (b (IRS) that I am subject to backup withholding as a result of a failure to report all interester subject to backup withholding; and								
3. I ar	n a l	.S. citizen or other U.S. person (defined below); and								
4. The	FAT	CA code(s) entered on this form (if any) indicating that I am exempt from FATCA reportir	ng is cor	rect.						
becau interes genera instruc	se yo st pai ally, p ctions	on instructions. You must cross out item 2 above if you have been notified by the IRS to have failed to report all interest and dividends on your tax return. For real estate trans d, acquisition or abandonment of secured property, cancellation of debt, contributions to bayments other than interest and dividends, you are not required to sign the certification is on page 3.	actions, to an ind	item 2 d lividual r	does no etireme	t apply. nt arrar	. For n	nortg ent (IF	gage RA), a	and
Sign Here		Signature of U.S. person ▶ Da	ate ►							

#### **General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

#### **Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- 2. Certify that you are not subject to backup withholding, or
- 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



# Replace this page with a copy of your E&O Insurance Certificate of Coverage

IMPORTANT: E & O Certificate must list your full name as the insured. Please refer to the following examples.

#### CORRECT:

My Insurance Agency Inc.

Joe Agent

123 Main Ave

City, State, 12345

#### **INCORRECT:**

My Insurance Agency Inc. 123 Main Ave City, State, 12345

If individual name is not listed correctly please provide a letter from the E&O Carrier listing agents covered under agency policy.



- 1) Enter your username (the first 4 letters of your last name in lowercase, plus the last 6 digits of your social security number)
- 2) Enter your password in all lowercase
  - First time users: Your initial password is your last name
  - Returning users: Use the password you have already created

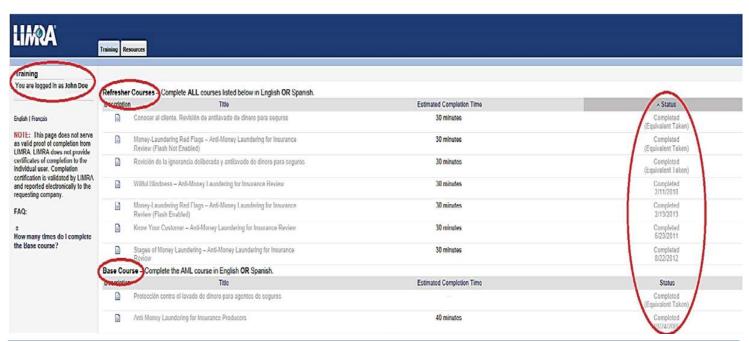
#### \*\*NOTE\*\* Use all lowercase when entering the letters in your Username & Password

3) Click the "login" button & follow the instructions to change your password if you are a first time user.

Once logged in, the LIMRA courses will be listed in the middle of the screen. The status column will indicate if the course has or has not been completed.

For first time users the Base Course is required. The base course is good for 2 years. After 2 years' agents are required to complete a refresher course. Refresher courses are good for 1 year. Select the course to complete.

Once the course is completed you will have to provide proof of completion. You can obtain the proof of completion by a screenshot of the home page. The screenshot must include the agents name on the left, the course list in the middle and the completion status to the left. If you are not able to complete the screenshot, please copy and paste the informationinto a word document including the same. Please refer to the below sample. \*If you would like to complete 5 Star AML, lease email mhunt@afba.com and request the 5 Star AML link be sent to you





## EverVest Inc.

## JURISDICTIONAL and VENUE AGREEMENT

(Choice of Law-Minnesota)

This Jurisdictional Agreement shall be applicable to every insurance company and/or agent with whom the undersigned is contracted and wherein EverVest Inc. is the undersigned's up line. Should EverVest Inc. have to enforce the terms and conditions of any Annualization Agreement and/or become responsible to collect any Debit Balance of the undersigned for any reason whatsoever, the undersigned agrees that for purposes of said enforcement and/or collection jurisdiction shall be vested in and be governed by the laws of the State of Minnesota. Should enforcement and/or collection proceedings become necessary, venue of said proceedings shall be lodged in the County of Hennepin, Minnesota or elsewhere in the state of Minnesota as specified by EverVest Inc.

Should enforcement proceedings become necessary, EverVest Inc. shall be entitled to recover attorney(s) fees, court costs, collection fees/costs and costs of suit. If it becomes necessary to refer this matter to a collection agency, a minimum cost of 35% will be added to the principal owed to EverVest Inc.

The parties agree this Jurisdiction and Venue Agreement shall be governed by the laws of the State of Minnesota and this Agreement shall not be complete until accepted by EverVest Inc. in Eden Prairie, Minnesota. This Agreement shall be deemed executed in Eden Prairie, Minnesota, County of Hennepin.

I have read the foregoing and agree to be bound by the terms and conditions set forth herein.

X	_
Individually, and as the authorized representative	Date
Of	
Printed Name	-
AGREED, ACCEPTED, and APPROVED by Ev	rerVest Inc in Eden Prairie, Minnesota, County of Hennepin.
EverVest Inc.	Date
Printed Name	



#### **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 ("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 balance screening, and periodic commission related debit balance screen following the engagement of any employment, appointment, contract, tenur Check.	nings as determined in the Company's sole discretion
(B) Authorize the Company to consider the result order to determine my eligibility to be contracted and appointed or determinsurance producer.	
(C) Authorize and direct Vector One to receive and disclose and furnish the results of my commission related debt verification s	
(D) Authorize the Company to submit My Information or expiration of my engagement with the Company, whether voluntary obalance is owed to the Company.	
(E) Authorize and direct Vector One to receive a any Debit-Check subscriber who submits an inquiry utilizing My Informati screening, which will contain My Information, to the extent a debit balance	on the results of my commission related debit balance
Agent/Agency Printed Name:	
Signature:	Date:
FOR COMPANY LIST O	Ally
FOR COMPANY USE O AGREED AND ACKNOWLEDGED BY COMPANY:	IVLT
Name of Company:	

Signature:

Name and Title: