Home Office: Dallas Texas
Administrative Office: PO BOX 410288, Kansas City, MO 64141-0288

Upon acceptance by Americo of your Agent/Agency Application, you will receive correspondence welcoming you as an agent. This correspondence should be filed with your Agent Agreement/Contract as it represents Americo's acceptance of your contract.

Contracting Checklist

Detailed below are all requirements that must be received in our office for the contracting process to begin.

52675 (08/20)-Checklist

Consumer Report Authorization (Required)	Please read and sign the Consumer Report Authorization Form (Form # 14-194-1)
Individual/Entity Application	Please list your legal name as shown on your resident license when completing all paperwork. If you are applying as an individual, you do not have to complete the "Business Entity Background Section". Entities (Corporation/LLC/Partnership) – Must complete the "Business Entity Information" and "Business Entity Background Questions" as well as questions 1, 2, and 3 on the Individual Background Section. The application must be signed and dated in order to be considered.
Insurance License(s)	Please indicate the licenses under which you and/or your corporations will be soliciting business. We will verify the license status via the Producer Database, so copies ARE NOT required.
Appointment(s) (Resident and Non Resident)	For your convenience, Americo does not require you to submit up-front payment for non-resident appointment fees. These charges will be deducted directly from your commissions upon our acceptance of the contract or once the first piece of business has been submitted in a given non-resident state, depending on the state's regulations. Americo will pay resident appointment fees. Go to www.AmericoAgentAppointmentFees.com for full list of non-resident appointment fees for each state. If you are appointed in Virginia, the state requires all newly appointed agents to review an Administrative Letter on their website: http://www.scc.virginia.gov/boi/ For a complete list of all Virginia Administrative Letters that you should review, please go to http://www.scc.virginia.gov/boi/
E&O Certificate	Americo requires E&O coverage of at least $1 million dollars. Please provide us with a copy of your current E&O certificate. Your certificate must indicate coverage for any line of business you sell (i.e. Life, Annuity).
Anti-Money Laundering (AML) Training Certification	All agents who write cash value products (including but not limited to, universal life, whole life, and annuities) must complete Anti Money Laundering (AML) training through LIMRA or an approved provider. If you have completed training through LIMRA within the past 2 years please provide the course name and effective date in the AML section of the application. If training has been completed through another course provider please provide a copy of your certificate. Agents writing cash value products who have not taken AML training via LIMRA or provided a copy of their certificate will be directed to the LIMRA website prior to issuing a policy.
Product Specific Training/ Continuing Education	All agents must complete any product specific or general (CE) training necessary prior to solicitation as required. Not doing so will require a new policy application. No policies will be issued and commissions will not be due or payable until such training has been completed.
Direct Deposit/EFT	Americo offers daily, weekly or monthly pay via electronic funds transfer (EFT) into your checking/savings account. Please include a voided check or deposit slip. If the routing and account numbers are not printed on your deposit slip, please have your bank prepare this information on their letterhead.
Assignment of Commissions (Optional)	To be completed if commissions are to be assigned to another entity/individual. Please ensure the form is signed by the Agent and Assignee. (Form # 02-049-1)
Commission Advance Addendum (Optional)	Complete if requesting Advance Commissions. (Form # 02-050-1)