



Contracting Checklist

National Guardian Life Insurance Company • PO Box 1191 • Madison WI 53701-1191
contracting@nglic.com • Fax 608.443.5042 • www.nglic.com

Please return all documents to the Contracting Department at Whitehall Bay for signatures and authorization:

Whitehall Bay, LLC - Attn: Contracting Dept.
12800 Whitewater Drive, Ste. 100
Minnetonka, MN 55343
(855) 663-4883
(855) 710-7421- contracting@whitehallbay.com

Contracting Agreement

- The agreement must be completed and signed by the Producer & Managing Producer.
- Provide Producer Number & tax earnings (if applicable) to:
 - *Individual:* Name, Social Security Number (SS#) and Date of Birth (DOB) are required (Producer Number assigned to individual only).
 - *Entity:* Name and Tax ID of entity, name of Affiliate, SS# and DOB of affiliate is required (Producer Number assigned to entity only).
 - *Both:* Name and Tax ID of entity, name of Affiliate, SS# and DOB of affiliate is required (Separate Producer Number assigned to entity and individual).
- Direct Deposit
 - If the direct deposit information is not completed, a check will be mailed bi-weekly.
- Reserve Account Authorization
 - A **maximum** amount is required to establish a reserve.
 - A **minimum** amount is not required to establish a reserve.

Commission Schedule

- A copy of the commission schedule(s) should be included when submitting a Contracting Agreement.

Copy of Current State License(s) of the Producer

Copy of Errors and Omissions coverage

Copy of Completed Annuity Training Certificate(s)

- As required by each state you are seeking appointment. If you are uncertain what your state requires, visit www.webce.com/catalog and click on your state to determine the requirement.

Anti-Money Laundering (AML) Training

- Producers are required to complete an initial course within 90 days from the contract approval date.
- A “refresher” course is required every three years after to remain in compliance.

Non-Resident Appointment Fees (If applicable)

- NGL will pay the appointment fees in the resident state only. If applying for appointments in other non-resident states, please include a check or money order for the appropriate fee amount(s) with the copy of non-resident license(s). Once in receipt of the fees, NGL will submit the appointments.

Compliance Manual

- Provided for your information, the manual will not need to be returned with the contracting forms to NGL.