

# Contracting Checklist:

Please check off list at level in which you will be contracted under:

**BGA: Call VIP for paperwork**

## **AGENTS:**

- ☐ Have you listed the *state(s)* in which you want to be appointed? \_\_\_\_\_
- ☐ Have you completed and signed the Agent's License Appointment Request?  
(Form ADM123009-F)
- ☐ Have you completed and signed the Producer Contract? (Form L262674-D)
- ☐ Have you completed and signed the Producer Addendum? (Form ADM139293-A)
- ☐ Have you completed and signed the Core Values Agreement? (Form ADM139293-A)
- ☐ Have you completed and signed the Direct Deposit Commission Enrollment Form?  
(Form ADM133482-E) (*OPTIONAL*)  
*\*\*If submitting a direct deposit form, did you attach a voided check ? \_\_\_\_\_*
- ☐ Have you included a current copy of your agent license and original state forms (MA & GA)- All applicable resident and non-resident including both Individual and Corporate?

## **CORPORATIONS:**

- ☐ For a corporation (partnership/sole proprietorship), please submit two "Agent's License Appointment Request" forms - one containing the corporation's information and one containing the individual's information.

**VIP Insurance**

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**I-800-VIP-LIFE**  
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