



Dear Valued Agent:

We appreciate your consideration in allowing Agency Services, Inc. to address your insurance appointment needs.

In order to complete your licensing request, please complete the following Producer Set-up Packet. In the future when you request an appointment with another carrier, just let us know which carrier, and we will be able to submit it without requesting more licensing paperwork.

Please make sure ***ALL QUESTIONS ARE ANSWERED*** so we will be able to complete your appointment in a timely manner.

Once the Producer Set-up Packet has been completed, you will also have a few more forms to sign and submit. (See list below.) Signing and submitting the Signature Authorization Page authorizes Agency Services, Inc. to submit your information through our online licensing program.

Please respond to any email you may receive from SuranceBay asking you to confirm your contracting, as it is a legal document and necessary for you to complete the contracting process.

Signing the EFT Authorization allows for carriers to directly deposit your commissions.

- 1) Producer Set-up Packet [CLICK HERE](#) to link to a fillable form.
- 2) Signed Signature Authorization Form
- 3) Electronic Funds Transfer (EFT) Form & Voided Check (PLEASE COMPLETE, as it is mandatory with most carriers)
- 4) Copy of CORPORATE state insurance license (only if paying to firm)
- 5) Copy of current E&O Certificate....ASI offers free E&O coverage for business written through our office [CLICK HERE](#) to request details!
- 6) Copy of current TN LTC Partnership Certificate (if selling Long Term-Care-expires every 2 years) [CLICK HERE](#) for discounted LTC Partnership Training!
- 7) Please ***complete the AML section under the Licenses section***. If you have not taken the course, please mark the "NONE" box. If answer is "OTHER", please attach certificate. [CLICK HERE](#) for free AML training!

The completed and signed documents, EFT, Voided Check, State License, E&O certificate and required certifications may be emailed to rking@agencyservices.com or faxed to 901-685-9811.