



PO Box 341899 Austin TX 78734
Phone (800)756-7306 Fax (512)263-7714

AGENT'S SIGN-UP INSTRUCTIONS

Incomplete paperwork will delay the sign up process and may affect your first commission payout.

1. Review, Complete, Sign and **Return ALL PAGES** of the Following Paperwork:
 - AGENT APPOINTMENT FORM
 - PRENEED COMMISSION SCHEDULE (Please indicate level _____)
 - WHOLE LIFE COMMISSION SCHEDULE (Optional)
 - FIELD AGENT CONTRACT
 - CONTESTABILITY OF CLAIMS
 - W-9 (Request for Taxpayer Identification Number)
 - DIRECT DEPOSIT AUTHORIZATION/VOIDED CHECK (Optional)
 - POSITION STATEMENT (Regarding replacement of Policies)
 - AFFIDAVIT (Complete if you **DO NOT** have an active TX Insurance License)

2. In addition to the required paperwork please submit a **photocopy** of the following:
 - TEXAS INSURANCE LICENSE (if applicable)
 - TEXAS DRIVERS LICENSE or VALID ID

3. Texas Service Life will pay the \$10.00 appointment fee for applicants that are licensed to the Texas Department of Insurance.

4. Executed copies of your Field Agent Contract and Commission schedule will be mailed to you with your sign up materials.

5. Please allow **7** business days to process your **FIRST** new business application.

6. If you have questions about this paperwork, please call the Marketing Department at (800)756-7306.