

**SPEED UP THE UNDERWRITING PROCESS AND GET PAID FASTER!**

## **LIFE NEW BUSINESS PROCESSING CHECKLIST**



Refer to *Life Insurance Application Process* diagram for more details.

<input type="checkbox"/> <b>Get appointed with the carrier.</b> Go to <a href="http://www.amsforlife.com">www.amsforlife.com</a> , click on “Get Contracted” and complete online licensing process.
<input type="checkbox"/> <b>Obtain appropriate illustrations.</b> Go to <a href="http://www.amsforlife.com">www.amsforlife.com</a> and click on “Request Illustration”.
<input type="checkbox"/> <b>Download application and related forms.</b> <b>Option 1:</b> Get customized pre-sale consultation by calling (888) 303-8754 and asking for <b>Josh Clayton (ext. 5416)</b> or <b>Christa Cooper (ext. 5339)</b> . <b>Option 2:</b> Obtain from Broker Gear tab on <a href="http://www.amsforlife.com">www.amsforlife.com</a> .
<input type="checkbox"/> <b>Complete the carrier application paperwork. Make sure that:</b> <ul style="list-style-type: none"><li><input type="radio"/> All questions on the application are fully answered and all “<b>yes</b>” answers include full details. Be sure that any <b>required questionnaires</b> are also completed.</li><li><input type="radio"/> <b>Complete doctor information</b> is listed on the insured including addresses and phone numbers to avoid delays in ordering.</li><li><input type="radio"/> <b>Agent’s Report</b> on the life application is fully completed.</li><li><input type="radio"/> All <b>state specific forms</b> are attached (i.e. HIV Consent Form, HIPAA, Replacement and/or 1035 if applicable, etc.).</li></ul>
<input type="checkbox"/> <b>Write a cover letter</b> (optional for term cases or cases less than \$500,000 face – highly recommended for policies of \$1,000,000 or more) explaining the client’s situation.
<input type="checkbox"/> <b>Complete the <i>AMS for Life</i>® New Business Transmittal.</b>
<input type="checkbox"/> <b>Make sure the client understands what to expect during the underwriting process</b> (e.g. what medical requirements will they be expected to complete, will they have a telephone inspection from the Carrier, will a Motor Vehicle Report be obtained, etc.) Also, <b>let the client know that <u>if possible</u>, it’s best to avoid going to the doctor during the underwriting process</b> since the underwriter may require additional doctor records.
<input type="checkbox"/> <b>Mail transmittal, cover letter, carrier application paperwork and illustration to:</b> <b><i>AMS for Life</i>®, Attn: New Business, 9715 Businesspark Ave. San Diego, CA 92131</b>
<input type="checkbox"/> <b>Add the case to your Life Case Tracking Spreadsheet</b> and then check “ <b>Broker Gear</b> ” on a regular basis to make sure the case is moving along smoothly.