

Contracting Downstream Symetra Appointments



Please return the completed form by fax at 1-866-817-9751 or email LIFAIC@symetra.com
If you need assistance, please contact us by phone at 1-800-210-1106, Option 1 or email LIFAIC@symetra.com

1. **Corporation/Agency:** Contracted direct with Symetra. Symetra pays commissions to the contracted entity. Agency must have an active insurance license and a tax-id number.
Complete and sign the following items:
 - A. Appointment application signed by an agency principal (SAS-1014)
 - B. W9
 - C. Sales Agreement Acknowledgment & Acceptance Agreement
 - D. Copy of E&O coverage (\$1M Minimum)
 - E. Transmittal Form

2. **Licensed Only Agent (LOA)/Solicitor/Individual Agent/Producer:** Agent is appointed under a Corporation/Agency. Symetra pays commissions to the contracted entity. Agent must have an active insurance license.
Complete and sign the following items:
 - A. Agent completes and signs producer appointment application (SAS-1012)
 - B. Proof of Anti-Money Laundering (AML) training, (Required for non FINRA registered agents).
 - C. Transmittal Form

3. **Sole Proprietor/Individually Contract Agent:** Contracted direct with Symetra. Symetra pays commissions to the contracted agent. Agent must have an active insurance license
Complete and sign the following items:
 - A. Appointment application (SAS-1013)
 - B. W9
 - C. Sales Agreement Acknowledgment & Acceptance Agreement
 - D. Copy of E&O coverage (\$1M Minimum)
 - E. Proof of Anti-Money Laundering (AML) training, (Required for non FINRA registered agents).
 - F. Transmittal Form

4. **Institutional Agent/Producer (BGA/IMO USE ONLY):** Agent is appointed under a Bank/Broker Dealer. Symetra pays commissions to the Bank/Broker Dealer and the override is paid to the BGA/IMO. Agent must have an active insurance license.
Complete and sign the following items:
 - A. Agent completes and signs Institutional LOA producer appointment application (SAS-1018)
 - B. Proof of Anti-Money Laundering (AML) training, (Required for non FINRA registered agents).
 - C. Institutional Transmittal Form

Items not required:

1. Copies of insurance licenses. Licenses are verified electronically.
2. Non-Resident Appointment Fees: Symetra will pay for agencies/agents resident appointment fees only. If any non-resident appointments are needed the agency/agent will be sent an invoice for the fee.