

Ensuring your contract application is in good order

Let's ensure that your contract application is received in good order. Below are ways to have a successful application:

Product being applied for – Section 1 on the application

Make sure to enter the complete product name.

Type of annuity contract – Section 2 on the application

In order to ensure the contract is set up properly, the tax status information must be completed. The information in this section pertains to the tax status of the new contract, not the old contract.

Type of Contract Being Applied For - Required			
<input type="checkbox"/> Non-Qualified (Do NOT select Plan Type)	<input type="checkbox"/> Tax-Qualified (MUST select Plan Type, <u>below</u>)		
Plan Type (Check One): <input type="checkbox"/> Roth IRA <input type="checkbox"/> Traditional IRA <input type="checkbox"/> SEP IRA <input type="checkbox"/> Other _____			

Owner information – Section 3 on the application

- It is critical that the owner's information is completed legibly and in its entirety, including the owner's Social Security number and date of birth.
- The client may prefer to use a P.O. Box for mailing; however, a physical address should be entered. Use the "Additional Remarks" section to enter the P.O. Box information.
- Nonnatural owners: If a trust is the owner, copies of the title and signature pages of the trust document are required. These pages must show the trust name, date of trust, trustee names and their signatures.

Outdated forms

Applications, disclosures and other various forms are updated periodically. The most up-to-date forms can always be obtained by contacting the Sales Desk at (888) 895-4830.

Allocating contract funds into acceptable investment options

- Allocation percentages must always be stated in whole percentages and percentages must add up to 100%.
- The investment options must also be chosen in the section that corresponds with whether or not a rider was elected.
- Investment options must align with the specific rider that was elected.

Insurance products issued by:
The Lincoln National Life Insurance Company
Lincoln Life & Annuity Company of New York

Incomplete transfer forms

The transfer form must be completed accurately, including the contract number of the existing policy, the annuitant information, and the approximate amount of the transfer. With the ACORD form, certain sections apply to certain types of transfers.

If an error is made when completing the form, be sure to cross it out completely and have the client initial and date the correction.

Replacement questions (client section and agent section)

All "Yes/No" boxes must be answered for the application and/or Contract Verification Form to be considered complete. For annuity applications written in NAIC states, if the client owns existing life insurance or annuities an NAIC Replacement Disclosure Form (33503) is required regardless of whether or not a replacement is taking place. The Appropriateness Verification Statement (Form 33555) is also required if the new contract is replacing an existing contract.

On Form 33503, right above the signature line, be sure to complete: "The existing policy or contract is being replaced because."

1. The existing policy or contract is being replaced because (Required. Answer N/A if you are not replacing.):

Representative/Agent Information - cont'd

By providing my email address below, I elect to receive email alerts and notifications on current account status and activity (not needed if authorization already given).

- I am selling **this product** through a broker dealer. **Broker Dealer Name:** _____
- I am selling **this product** through the IMO/BGA, ABGA, or GA channel.

Firm/Agency Name(s): _____

Contact for questions: _____ Phone Number: _____

Producer ID: _____ Email Address: _____

Replacement information boxes – please review pages 2 and 3 of the application

Both "Yes/No" boxes must be answered. The answers MUST be consistent between the two pages.

Replacement Information - Required (All information needs to be completed.)

Yes No Do you own any existing annuity contracts or life insurance policies?
(Representative/Agent: If Yes, the appropriate state version of Form 33503 is required for applications signed in NAIC states.)

Yes No Will the proposed contract replace or change any existing annuity or life insurance policy?
(Representative/Agent: If Yes, complete the information below with Form 33503 AND provide the applicable state replacement form(s) for the state where the contract is being replaced.)

Representative/Agent Signature - Required (All information needs to be completed.)

Yes No Does the applicant have any existing annuity contracts or life insurance policies?
(If Yes, the appropriate state version of Form 33503 is required for applications signed in NAIC states.)

Yes No Will the proposed contract replace or change any existing annuity or life insurance policy?
(If Yes, complete the applicable state replacement form(s) for the state where the contract is being replaced.)

Source of funds – page 1 of the supplement

Be sure to complete this section in its entirety.

Indicate what type of deposit the funds will be, and what the source of the funds will be.

Initial Deposit – Minimum: \$10,000 (Higher for living benefits.)	
Please Indicate:	<input type="checkbox"/> New Deposit \$ _____ <input type="checkbox"/> 1035 Exchange (Non-Qualified) \$ _____ <input type="checkbox"/> Transfer (Qualified) \$ _____ <input type="checkbox"/> Rollover* (Qualified) \$ _____ Total Expected Amount: \$ _____
Source of Funds:	<input type="checkbox"/> For Non-Qualified (i.e. Brokerage Account, Inheritance, etc.): _____ <input type="checkbox"/> Internal Exchange (Within Lincoln Financial Group, including business issued by Lincoln companies and business obtained through previous acquisitions and administrative agreements.) <input type="checkbox"/> Deceased Contract (Beneficiary IRA, Deceased IRA, Extended Payout, etc. Please complete form AN07361. No Living Benefit Riders other than iLIFE® on Non-Qualified contracts are allowed.)
<small>Please check if applicable.</small>	

All forms

Critical information:

- Date the application and make sure the other paperwork is signed.
- City and state must be provided, as there are state-specific licensing/appointment and policy issue requirements.

Representative/agent information section

Missing information causes processing delays. Please complete all information in the representative/agent section of the supplement. Critical pieces of information are as follows:

- Indicate a valid commission percentage split (whole percentages only).
- Choose a commission option.
- Verify your product training, as well as state licensing, prior to soliciting business.
- Representatives who are not yet appointed or have not completed the required product training will be required to submit all new paperwork with new client signatures, after training has been completed.
- Channel information is required. Please be sure to indicate whether you are selling the product through a broker-dealer or through an IMO/ABGA or GA channel and provide complete information for the correct entity.

**Many common or reoccurring NIGOs can be alleviated by using an electronic order-entry platform and by utilizing eSignature when completing required documents. Please contact your back office to inquire about your firm's eSubmission capabilities. LFG is a proud provider of AppAdvantage, a state-of-the-art order-entry platform with no additional cost to the financial professional or broker-dealer.*



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Not a deposit
Not FDIC-insured
Not insured by any federal government agency
Not guaranteed by any bank or savings association
May go down in value

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Order code: VA-NIGO-FLI001



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There is no additional tax-deferral benefit for an annuity contract purchased in an IRA or other tax-qualified plan.

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