

## **EDUCATION REIMBURSEMENT**

Mutual Trust demonstrates our commitment to the continuing education of our agents through our Education Reimbursement Program. With just a minimum annual New Business Credit (NBC) of \$5,000, you may qualify for reimbursement of your educational expenses through this program.

To learn more about how you can benefit from the program, please refer to the frequently asked questions below.

### **WHAT EXPENSES ARE ELIGIBLE FOR REIMBURSEMENT?**

Fees and costs (including travel) for educational programs such as state approved continuing education programs or American College (e.g. CLU, ChFC) courses are eligible for reimbursement.

Additionally, even though Mutual Trust does not endorse third-party marketing programs, business related expenses for selling system licenses and software subscriptions (e.g. Leap, Infinite Banking, MoneyTrax, The Big Picture System) are also eligible. Mutual Trust will make the final determination regarding programs that qualify for reimbursement.

### **WHAT EXPENSES ARE NOT ELIGIBLE FOR REIMBURSEMENT?**

Mutual Trust does not reimburse for meals or any other food or beverage items.

Mutual Trust does not reimburse for expenses related to obtaining state-required licenses or securities licenses, such as Series 6 or 7.

### **WHAT IS THE MAXIMUM AMOUNT OF REIMBURSEMENT I CAN RECEIVE?**

Reimbursement levels are determined by NBC (New Business Credit) earned by the agent during a calendar year. The table below outlines each level of reimbursement and the corresponding amount of NBC required for eligibility.

| <b>Level of NBC</b> | <b>Reimbursement Maximum</b> |
|---------------------|------------------------------|
| \$5,000             | \$100                        |
| \$10,000            | \$200                        |
| \$15,000            | \$350                        |
| \$25,000            | \$500                        |
| \$50,000            | \$750                        |
| \$75,000            | \$1,000                      |
| \$100,000           | \$1,500                      |

### **HOW DO I APPLY FOR REIMBURSEMENT?**

Requests for reimbursement for the prior year's expenses, along with supporting documentation, must be submitted no later than March 31.

Supporting documentation includes:

- Original purchase receipt
- Copy of check
- Complete credit card statement

NOTE: Credit card statements must be submitted in their entirety and include the name of the individual assigned to the account. The credit card number and unrelated expenses may be concealed for your privacy and protection. Photocopied sections of the statement are not acceptable.

Documentation that does not meet these requirements could delay approval of the reimbursement request.

All eligible reimbursement documentation must be submitted in PDF format to Sales Development at [SalesDevelopment@mutualtrust.com](mailto:SalesDevelopment@mutualtrust.com).

### **HOW LONG DOES IT TAKE TO GET MY REIMBURSEMENT?**

Reimbursements will be made as part of the commission cycle following the date that the reimbursement has been approved. All reimbursements will be made through your weekly commission payment.

If you have questions, please contact Sales Development at 800-323-7320, ext. 5140 or [SalesDevelopment@mutualtrust.com](mailto:SalesDevelopment@mutualtrust.com).

*Mutual Trust reserves the right to terminate this promotion at any time. Mutual Trust also reserves the right to determine whether expenses and documentation submitted for this program met the criteria necessary for reimbursement.*