

# How to Sell Annuities Checklist

This document will provide a quick and practical guide to the essential processes and steps to follow during an annuity sale. To start selling annuities, you should have your Life Insurance License, Money Laundering Training, and your Error and Omissions insurance in order. If you have more questions, please contact the Financial Department at Empower Brokerage.

## Getting Started

Meet with your client to collect his personal information and make a financial analysis of his needs. The first meeting is always about getting to know them better and seeing what solutions they need.

- Get contracted and create an account with the insurance company before selling or offering solutions.
- Call or meet with the client to fill out the Comprehensive Fact Finder with their financial needs and personal information.
- Do your research on the best options you have available to your client based on their needs and goals.

## Choosing Solutions

You should meet with the client a second time to present and discuss the annuity proposals you found for them. Once the client chooses, you can proceed with the application.

- Create annuity proposals that best fit the client's needs and goals.
- Discuss proposals with the client. Ensure the client understands the type of annuity they are choosing and all its key points. .
- Fill out the application with the client's information.

## Placing Business

Send the application to the insurance company. If any document is missing, contact the client and make the necessary arrangements to get the documentation or verification the insurance company requests.

 Always keep a copy of these documents for your records.

- Submit the application through the respective agent portal or upload wet signature through the EBI website.
- Monitor email and agent portal for pending item notifications on new business submitted.
- Notify the client when his contract is approved.
- The client will need to issue a check with the Insurance Company name and at least the minimum deposit required by the product.
- Create a receipt with the client's signature as evidence he handles you the check and you receive it.

## Approval & Check Delivery

Send the check as soon as possible and keep track of the delivery status. This is a sensitive task, so you should be as diligent as possible.

- Send the check to the insurance company. If possible, use a private shipping service with required delivery signature.
- Call the company if the check is delaying more than usual and follow up with the client if necessary.

## Contract Delivery

The insurance company will send you the contract with a receipt that the client should sign. Meet with the client and discuss all the important points with them. Ensure they understand all the key points of the contract.

- Deliver and discuss the annuity contract with the client.
- Sign the contract and receipt.
- Send the original contract back to the Insurance Company as soon as possible.
- Handle copy of the contract to the client and keep one copy for your records.

## Contact Information

For assistance contact the Empower Brokerage Financial & Life Department at (888) 539-1633

**Download the Comprehensive Fact Finder Here!**

