

Tips to avoid processing delays due to NIGO applications

Here are some common reasons for not in good order (NIGO) applications. Review this list to avoid possible pit falls that can lead to processing delays.

TIPS

ALL APPLICATIONS

- Missing commission option
- Incorrect agent number
- Missing signatures
- If choosing UTMA/UGMA – verify if your firm allows this option
- If the owner is a TRUST we need the full name of the trust along with a Trust Certification form and or full pages of the trust or Registration page (showing how the trust is listed), and the Signature page
- If the beneficiary is a TRUST we need the full name of the trust and the date of the trust
- Under Payment Details the Insurance replacement questions must be answered
- Missing Product Training

TRANSFER / EXCHANGES

- Owners and Plan Types must be like for like when doing a transfer
- Replacement form 1145 - not checking R (Replace) or F (Financing)
- Missing signatures – check all pages before submitting
- Not checking with ceding carrier for requirements such as:
 - Does the ceding carrier require originals
 - What are the signature requirements (Medallion stamp or Notary)
 - Does the ceding carrier require their own paperwork?
- Avoid delays by double checking the ceding carrier information: company name, address, phone number, account number, and estimated contract value

Not a Deposit	Not Insured By Any Federal Government Agency		
No Bank or Credit Union Guarantee	Not FDIC/NCUA Insured	May Lose Value	