

**Important Commission Information**  
***Regarding Servicing Agent Change Request***



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**Attached you will find the Servicing Agent Change/Premium Increase form. If your client is requesting a servicing agent change, please be aware of the following:**

- Commission on a policy are vested to the original writing agent; therefore,
  - Commission is not guaranteed to a new servicing agent.
- Commission will be paid to the new servicing agent only if there is an increase in purchase payment(s)/premium(s) which exceeds any contribution from prior years.
- In order for a servicing agent to receive commissions when transferring or rolling over funds into an existing policy, the servicing agent must attach an explanation and include the anticipated dollar amount and transfer date.
  - Failure to provide an explanation will result in no commission being paid to the servicing agent.

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SERVICING AGENT CHANGE / PREMIUM INCREASE FORM

The information below MUST be completed for all requests. (please print)

Current Agent of Record Information
Agent Name (First Name) (Middle Initial) (Last Name)
Agent Number
Contract Owner Information
Owner Name (First Name) (Middle Initial) (Last Name)
Contract Number(s) Owner SSN

SERVICE AGENT CHANGE REQUEST – Please read and complete the information below. (please print)

Change Service Agent To (First Name) (Middle Initial) (Last Name)
Agent Number SSN
Phone Number Email Address
I wish to make a service agent change on contract number(s)
Contract Owner’s Signature Date

PURCHASE PAYMENT/PREMIUM INCREASE REQUEST – Complete the information below. (please print)
Please note that if there is a planned increase in purchase payment(s)/premium(s), the section below must be completed.

Agent Number Start Date
Current Annual Contribution \$
New Annual Contribution \$ = New Monthly Contribution X Number of Pay Periods
Agent Signature Date

Please return completed form to: Attn: Commissions, P.O. Box 5420, GAT-11S, Cincinnati, Ohio 45201-5420
Email: annuitycommissions@gaig.com Fax: (513) 412-5144