



# In Good Order Requirements

## How to Submit New Business Applications In Good Order

Every financial professional has the same goal, to write good business that moves through the process quickly and efficiently, allowing your clients to receive the benefits they are buying, and you to receive your commission payment in a timely manner. At Security Benefit, we have the same goals for each new business application you write.

We've provided the checklist below to make it easier to do business and service your clients efficiently.

Please send the signed application and forms to your IMO.

If you have questions or need assistance on the paperwork processing, please contact your IMO.

### In Good Order Requirements\*:

- ☐ **Fully completed application (Sections left blank may create delays in processing.)**
  - Non-resident form if the application is signed in a state other than the state the applicant lives.
  - Trust or Entity Certification form if the policy will be owned by a trust or if a trust will be named as beneficiary.
- ☐ **Signed Incoming Funds Request form, including a signature guarantee if required by the transferring company.**
  - Contact the transferring company to confirm whether additional forms and/or requirements are necessary.
- ☐ **Annuity Suitability form**
- ☐ **Statement of Understanding (SOU)**
- ☐ **If replacing an existing annuity:**
  - State Replacement form
  - Annuity Comparison form
  - Sales Literature Confirmation
- ☐ **State specific forms\* (if applicable, go to [SBElitePartners.com](https://SBElitePartners.com) to view required forms by state.)**
- ☐ **Contact the transferring company to ensure delivery of funds and identify if any additional requirements are necessary.**

**Certain forms, including the Statement of Understanding (SOU) signature page, State Replacement, and other State-specific forms must be fully completed, sent to Security Benefit and copies provided to the client and kept in the Financial Professional's file.**

\* These are the requirements Security Benefit has established to submit In-Good-Order. All issued contracts must be suitable. Your State may have additional required forms, please go to [SBElitePartners.com](https://SBElitePartners.com) to view required forms by State.

## Additional Items to Check

- ☐ The Owner(s) and the Annuitant are within the allowed issue ages for the product, and rider.
- ☐ If Joint Owners are named, the Owner and Joint Owner must both be named as sole Primary Beneficiaries 50/50%, and no other Primary Beneficiaries may be named.
- ☐ Non-specific designations such as “surviving spouse” or “surviving children” are not acceptable. Beneficiaries must be individually named.
- ☐ All signature sections are completed and dated. All corrections have been initialed and dated by the owner(s).
- ☐ All required training must be completed on or before the signature date of the application.
- ☐ For Contracts Owned by a Trust the paperwork should be signed by a Trustee (i.e. Name, Title):
  - Irrevocable Trusts: Suitability and financials shall be completed on the Trust itself.
  - Revocable Trusts: Suitability and financials shall be completed based on the Grantor of the Trust.
  - The Customer Identification Verification section shall always be completed based on the individual signing the application.

We're here to help your clients  
*To and Through Retirement®.*

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For more information, please contact your Marketing Organization  
or visit [SBElitePartners.com](http://SBElitePartners.com).

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Security Benefit refers to Security Benefit Life Insurance Company (SBL).



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