

## PHL Variable Insurance Company (Phoenix)

Please use these guidelines when submitting new business paperwork to ensure your client's contract is issued promptly and accurately.

### Pre-Sale Training Requirements

- Product Training must be completed prior to solicitation.
- CE Suitability Course certificate and any additional training, if required by your license state, must be completed prior to solicitation.

**Product training, applications and forms can be accessed by registering at [PhoenixSalesNet.com](http://PhoenixSalesNet.com).**

### Completing the Sale – All applicable forms must be completed, signed and dated when submitted.

#### Required:

- Fixed Annuity Application (all products)
- Suitability Questionnaire OL5294
- Product Disclosure Signature page
- Client Identification Verification OL4650

#### If Applicable:

- Replacement Notice (as required by state)
- 1035 Exchange OL2400N (original signature)\*
- Trust Certification OL4132 (if owner is trust)
- Redemption Request OL1862
- Sales Material list OL3164 (for NAIC replacements)
- IRA Transfer/Rollover OL2400Q (original signature)\*
- Power of Attorney or Conservator documentation
- Certificate of Deposit Transfer OL3042

\*Check with Existing Carrier to determine if they require original signature, signature guarantee and/or medallion signature stamp.

### Be sure to leave the following forms with your client

- Product Disclosure
- Any special forms required by your state
- Military Disclosure, if applicable
- Phoenix Privacy Commitment
- Buyers Guide for Fixed Annuity
- Replacement documentation (applicable to your state)
- SEP/SIMPLE Disclosure, if applicable

**Remember:** Any corrections must be initialed and dated by the person making the correction.

**Where to send paperwork:** Forms may be emailed, faxed or mailed.

**Email:** [annuity.newbusiness@nsre.com](mailto:annuity.newbusiness@nsre.com)

**Fax:** 816.221.9674

**Overnight:**

**Mailing:**

Phoenix Annuity Mail Operations  
30 Dan Road, Suite 8027, Canton MA 02021-2809

Phoenix Annuity Mail Operations  
PO Box 8027, Boston, MA 02266-2809

**For help completing any of these forms, call us @ 800.417.4769 press option 2, option 1**

**For suitability questions, call 800.417.4769 press option 2, option 2**

**For assistance with marketing materials or illustrations, call 888.794.4447, option 1**

**PHL Variable Insurance Company (Phoenix)**

**Avoid Commission Delays:** *If this is your first sale with Phoenix and you do not yet have a producer code, enter “pending” in the producer code field.*

**Additional Information**

<b>Did you remember...</b>	<ul style="list-style-type: none"> <li>• to complete all of the sections, particularly all of the signatures and dates?</li> <li>• to provide date of birth or social security number for each beneficiary?</li> <li>• to provide a physical address (no PO Box)?</li> <li>• to verify that the amount submitted with the application matches the amount on the application?</li> </ul>
<b>Product / Disclosures</b>	<ul style="list-style-type: none"> <li>• Disclosures need to be reviewed with client.</li> <li>• Signature page(s) must be signed and submitted with the application package.</li> </ul>
<b>1035 Exchange and IRA Rollover forms</b>	<ul style="list-style-type: none"> <li>• Some transfer companies require a wet signature and/or medallion signature guarantee; please check with existing carrier to determine its transfer requirements.</li> </ul>
<b>Rate Lock</b>	<ul style="list-style-type: none"> <li>• Current rates will be locked in as of the application signed date if the application is in good order.</li> <li>• The application, required forms and premium must be received in good order within 5 business days of the application signature date to lock in rates or the current credited interest rate and indexed account rates then in effect will apply.</li> <li>• For 1035 exchanges or rollovers, the current rates will be locked in as of the application signed date if all application requirements are resolved within 5 days of the application signed date and funds are received within 60 calendar days (90 days in NY) from the application signed date.</li> </ul>

**Save time and effort by using eApp, which will generate and pre-fill many of the required forms for you. Visit our website [www.PhoenixSalesNet.com](http://www.PhoenixSalesNet.com) to access eApp. An eApp training guide is also available on the website.**