

Dear Agent:

Each carrier processes agent address changes differently. We have compiled the information you need to update your business and/or home address with all appropriate carriers and state contacts.

It is YOUR responsibility to communicate to each state in which you hold a license your current business, mailing and home addresses. Our automated contracting system will NOT allow MRW to update your contact information. Your email address, and all contact information is pulled directly from the state databases and we cannot make those changes. The link for the Florida Department of Insurance and the National Insurance Producer Registry is provided for you below.

The following documents will provide each carrier's process for updating your contact information. Please use the following information to complete what is required. Please be aware that this list includes our core carriers. If you believe you have an appointment that should be updated and do not see the information for that carrier, please contact our office. If the carrier allows MRW Financial to make the changes, we are happy to do that for you.

Sincerely,

The MRW Financial Team

State of Florida My Profile website:

- to update all information <http://www.myfloridacfo.com/Division/Agents/Licensure/myProfileHelp/default.htm>

National Insurance Producer Registry (NIPR)

- to update the national registry for Florida and nonresident licenses: <http://www.nipr.com/>

Carrier	Email / Phone / Carrier Form / Agent Processed	Verification Phone Contact
American General	Complete attached form and email to: LCMaintenance@aig.com	866-722-2434
American National	Contact MRW Financial	888-801-8845
Brighthouse	Requests can be faxed to 908-552-3740 or e-mailed to lifetransacting@metlife.com . Include name, appointment #, old and new address.	877-638-0411 opt 4
Gerber Life	Send email with Agent code, OLD address and NEW address to glic.appointment.status@gerberlife.com	800-428-4947
Lincoln National	Complete attached form and send to ProducerAddChange@lfg.com	800-238-6252 opt 1, opt 2
Minnesota Life	Send email to ldg@contracting@securian.com Include name, appointment #, old and new address	888-413-7860 opt 5
Mutual of Omaha	Send an email including name appt #, old and new address to contractsandappointments@mutualofomaha.com	800-867-6873
North American	Send an email include name, appointment #, old and new address to NACContracting@sfgmembers.com	866-322-7068
OneAmerica	Send an email include name, appointment #, old and new address to licensing.corpfin@oneamerica.com	No phone contact
Pacific Life	Send an email include name, appointment #, old and new address to LynDistributorServices@PacificLife.com	844-238-4872, Option 1
Principal National	Review attached document on using the Producer Portal to make changes.	800-554-3395
Protective	Send email to plbcontracting@protective.com Include name, appointment #, old and new address.	800-444-2658
Prudential	Send email to appoint@prudential.com Include name, appointment # old and new address	866-622-8778 prompt 7
Transamerica	MRW can make the change and send you confirmation as long as your appointment is underneath MRW.	866-984-6628
MRW Systems AI/CRM	Complete attached form and fax to 813-875-7331	813-875-6331

Agent Name

Email Address

Old Address	New Address

Please be advised this form will only change your address within MRW Financial and not the carriers or the Department of Insurance.

Please contact the states separately to change your address with them.

Special Instructions: _____

AUTHORIZATION	
Agent Signature _____	Date _____

PLEASE FAX THIS FORM TO 813-875-7331

(Not for use by Policy Holder)



Agency/Agent Address Change Form

American General Life Insurance Company
The United States Life Insurance Company in the City of New York
P.O. Box 9978, Amarillo, TX 79105-5978
Fax 1-877-484-3142

**Please be advised this form cannot be processed unless ALL applicable sections are completed
This will only change your address with the insurer and not the Department of Insurance.
Please contact the states separately to change your address with them.**

Agent Codes #1 _____ #2 _____ #3 _____	Tax Identification Number (TIN)	Corporation Name
	Social Security Number	Agent Name

Old Address	New Address

Business Address
This is a: Residence Address
 Both

Change the address for: Commission mailings ONLY
 Policy mailings ONLY
 Both commission and policy mailings

Telephone Number _____ Fax Number _____ E-mail Address _____

Special Instructions: _____

AUTHORIZATION	
Agent Signature _____	Date _____
or BGA Signature _____	Date _____

PLEASE FAX THIS FORM TO 1-877-484-3142

OR

Not for use by Policy Holder

Please complete the areas below to update our records for changes to your name, addresses, phone numbers, and/or email address. Incomplete information may result in delay or prevent processing of this request. Please print clearly.

Fax completed form to 260-455-1587 or email to ProducerAddChange@lfg.com. For questions, contact Producer Solutions Customer Service at 800-238-6252 option 1, option 2.

Date: _____ Requested by: _____

Producer Name: _____

Last Four Digits of SSN: XXX-XX- _____

Firm Name: _____

Lines of Business: Fixed/Indexed Annuity Life Variable Life Variable Annuity

NAME CHANGE: (*Important: Name must match resident state license.)

New Name: _____ Previous Name: _____

BUSINESS INFORMATION:

New Address:

Previous Address:

Phone: _____

Phone: _____

Fax: _____

Fax: _____

E-mail: _____

E-mail: _____

HOME INFORMATION: (Please Note: Can not be a PO Box – please use physical street address)

New Address:

Previous Address:

Special Notes:

Principal Life

Changes to addresses and other personal information such as email, and phone numbers may be submitted online at www.advisors.principal.com. Once logged in click *Settings*, then click *Update My Address*. Follow the prompts, and then click Submit when you are finished.

Telephone

Call the Advisor Web Support Line at 800.554.3395 and they'll get you set up.

New contact information can be provided over the phone by the agent.

Send an Email- (note this is the slowest processing way and contact changes can take up to 10 business days to be processed by email)

contracting@principal.com

Include:

- Agent name
- Agent appointment number
- New address