

Executive Bonus Checklist

Use this checklist when gathering information alongside the client to help the case go through underwriting efficiently. Complete a separate checklist for each person receiving a bonus.

Questionnaire

Executive Name: _____

Percent ownership: _____

Title/Position: _____

Planned retirement age: _____

Age: _____

Death Benefit amount: \$ _____

Salary: \$ _____

Type of bonus arrangement

- ☐ Standard executive bonus
- ☐ Double bonus

Bonus payout timeframe

- ☐ Until retirement: _____
- ☐ Until date: _____
- ☐ Until age: _____
- ☐ Other: _____

How was the planned bonus amount and death benefit determined?

Next Steps

When ready to proceed, fill out the required business insurance supplement form and submit it along with the completed application.

Including this checklist and a cover letter can also aid the underwriting process.