

MUTUAL OF OMAHA TRANSFER GUIDELINES

Mutual of Omaha Transfer Guidelines



The following guidelines will provide the information that is needed when submitting a transfer request.

Both the producer and the proposed new MGA must be in good standing to complete the transfer process.

Marketers (the MGA) can locate the Transfer Request Form in the Forms and Materials Library on our Sales Professional Access (SPA) producer website. The Transfer Request Form will **always** be required from the individual or entity who originates the request to transfer to a different MGA.

If an application is being submitted under a new MGA and the producer qualifies for immediate transfer, please indicate the new MGA's name in the producer notes section of the application.

Guidelines vary by product. Please review the specific guidelines detailed on the following pages.

Transfers Rules by Product

If no business has been issued or made active in the last 6 months by the producer or any of their downlines, the following products can be moved on the producer's signature and will not need the current MGA's signature.

Note: signatures are only valid for 90 days from the form and sign date. Also, Simplified Issue (SI) products will be grouped together and must stay under the same hierarchy:

- Term Life Express® (SI)
- Children's Whole Life (SI)
- Index Universal Life Express® (SI)
- Accidental Death (SI)
- Critical AdvantageSM (SI)
- Long-Term Care
- Annuities
- Final Expense (Living Promise) (SI)

If any of the above products have had production in the last 6 months, the marketer the business was written under will need to sign the Mutual of Omaha Transfer Request Form. If the current marketer will not sign the Transfer Request Form, the producer and their downlines must not write business for

those product(s) for 6 months or the producer can complete the Intent to Transfer Request Form.

Products That Do Not Require a Transfer Form

The following products do not require a Transfer Form and can be active with multiple MGAs (max 3) at one time:

- Income AdvantageSM Indexed Universal Life
- Life Protection AdvantageSM Indexed Universal Life
- Term Life Answers®
- AccumUL AnswersSM

Transfer Rules for Medicare Supplements, Dental and Hospital Indemnity

Medicare Supplements, Dental, Dental Savings and Hospital Indemnity must stay together under the same hierarchy. The transfer rules will be based on Medicare Supplements. In order to transfer these products on the producer's signature, they must meet all the following criteria:

- The producer must have these products under the same MGA for 6 months.
- No business can have been issued or made active by the producer or their downline(s) within the last 6 months.

If the criteria above is not met, the current MGA will need to sign the Mutual of Omaha Transfer Request Form. If the current MGA will not sign the Mutual of Omaha Transfer Request Form, the producer and their downline(s) will have to stop production for these products for 6 months. Once the 6 months has passed, the producer can move these products on their own signature. The Intent to Transfer Form is **NOT** available for these specific products.

General Transfer Guidelines

Principals and Corporations

- Principals are **NOT** permitted to transfer individually without also transferring their corporation or business entity.
- If a General Agent producer transfers to a new MGA and adds a corporation, the corporation will have to remain at the same product level (or lower) as the producer was at for 6 months.
- If a General Agent or Special Agent requests to be terminated or requests that someone in their downline be terminated, the terminated General Agent or Special Agent (including a downline requested) will be required to wait 6 months before being allowed to recontract under their existing or new Tax ID number unless their existing MGA requests their termination.

Acquisitions

- If the transfer is related to an acquisition with another entity, a Transfer Request Form is NOT required.
- Appropriate documentation providing evidence of the acquisition is required as well as new contracting paperwork, if applicable.
- Documentation must be sent to the sales team.

Transfers Between National Marketing Organizations (NMOs)

- MGAs can only be a member of one NMO at a time.
- If a transfer is desired, MGA must send an email to their Sales Director stating the existing and new NMO name, the effective date of the transfer and that the existing NMO is aware of their intent to transfer.
- **Note:** All transfer requests received in the 4th quarter of the year will not become effective until January 1st of the following year unless authorization is received by the existing NMO.

Advancing

- Each MGA must approve advancing for each producer in their hierarchy.
- **Example:** Producer A is set-up to receive advance commissions for Critical Illness with MGA #1. Producer A then adds Long-Term Care with MGA #2. If MGA #2 requests an advance commission, a new Advance Commission Amendment will need to be assigned and submitted by MGA #2 with applicable paperwork.

Notification to MGA

- When a producer requests a hierarchy change to a different MGA, Mutual of Omaha will notify the producer's current MGA. Notification will be sent via email.
- If downline entities are included in the transfer, one email will be sent to the producer's current MGA for all individuals/entities within the downline hierarchy. Separate notifications will not be sent for each individual in the downline.

Intent to Transfer Form

The Intent to Transfer Form is for producers that want to continue writing business, but have the intention of transferring their products to another MGA on their own signature. By completing this form, producers are acknowledging that they will continue to be under their current MGA for the products selected for an additional 6 months, but will be eligible to move these products after the 6 months is up.

Intent to Transfer Information

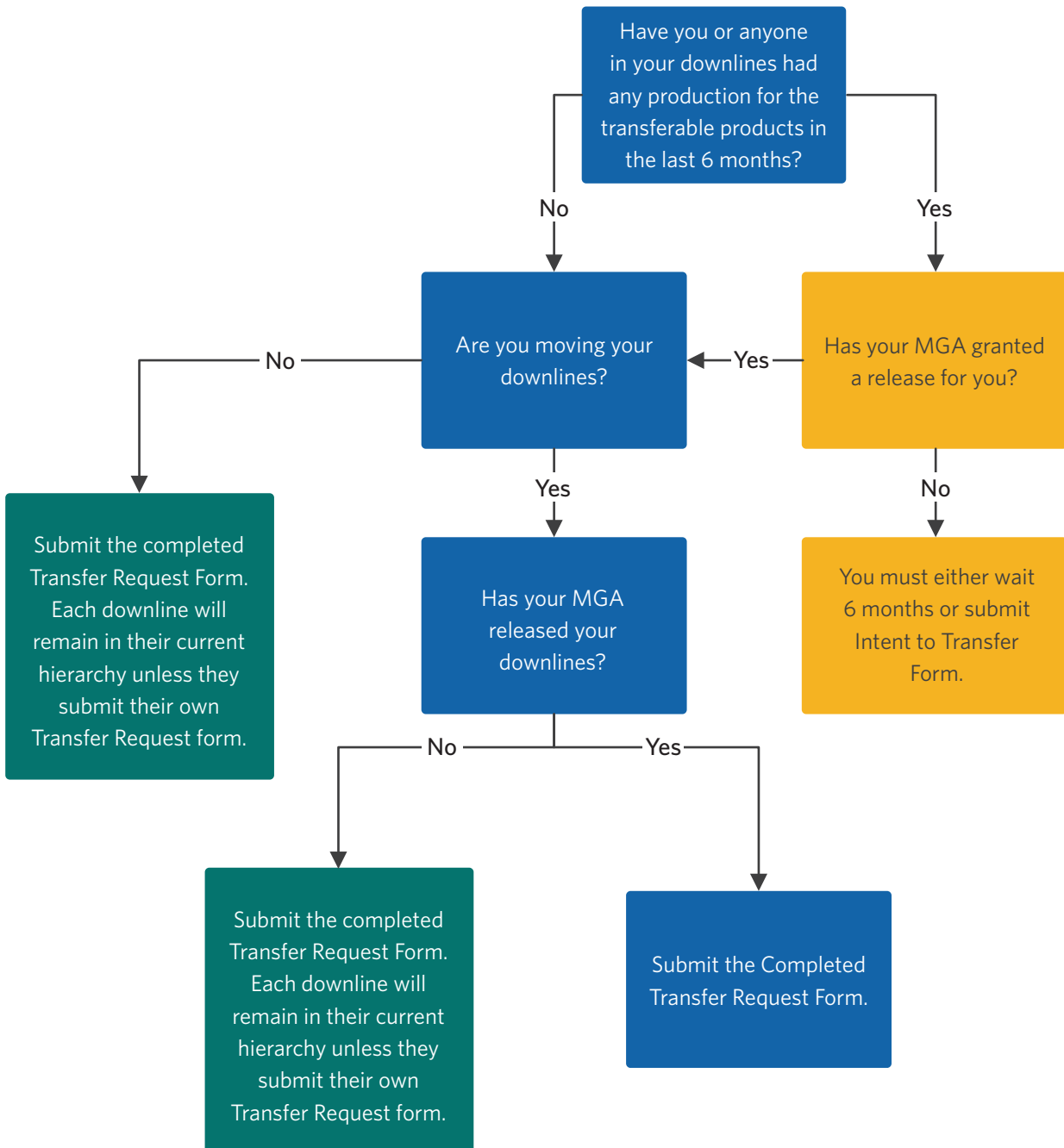
- The Intent to Transfer form does not include Medicare Supplements, Dental, Dental Savings and Hospital Indemnity. These products will have to follow the transfer guidelines listed on page 5.
- Once the Form is received in Contracting, that is when the 6 months begins.
 - **Example:** The completed Intent to Transfer Form is received on 4/4/2024 in Contracting. The producer will be eligible to transfer the requested products on 10/4/2024.
- The new MGA will be responsible for submitting the required contracting, including a transfer form, when the 6 months are up. If the required paperwork is not received when the 6 months are up, the time will restart, and a new form will be required.

Additional Transfer FAQs

- A new Mutual of Omaha Transfer Request Form must be submitted for each requested transfer. Future transfers cannot be completed by using a Transfer Form that was submitted for a previous transfer request.
- Transfer Forms will always need to be signed and dated by the producer with the requested products marked. If the signature is more than 90 days old on the Transfer Form, it will not be accepted. This also applies to the MGA's signature.
 - **Example:** The date on the transfer form indicates that it was signed on 02/01/2024, that signature is no longer viable after 5/01/2024.
- Release forms will not be an accepted document to process a transfer request.
- If an MGA's signature is required, it will have to be signed and dated by the authorized signer of that MGA. Upline's cannot sign in place of an MGA. If the producer is unsure of who their MGA is, they can call Contracting for this information.
- Transfer Forms must have a hand written signature or have an e-signature certified by Adobe, DocuSign, HelloSign, Dropbox Sign or Citrix.
- If a downline has written business in the last 6 months for transferable products, a signature will be required by the current MGA to move those products.
- **Any transferable product transferred to a new MGA must remain at the same level or lower for 6 months.**
- At least **one product** must be marked on the Transfer Form. Just selecting "Cancel contract with prior marketer" on the Transfer Form will not be accepted.
- If the required transmittal with the requested transferable products marked is not received, the transfer request will not be completed.
- Any additional transferable products that are currently with another MGA are marked on the transmittal but are not marked on the Transfer Form will not be transferred.
- Any products marked on the Transfer Form, but are not marked on the transmittal will not be transferred.
- **ADDITIONAL INFORMATION: To prevent future delays, it is highly recommended that all required documents needed to complete a transfer request are submitted at the same time. If additional items are needed after the request is received, reattaching the Transfer Form is also highly encouraged.**

Transfer Guidelines for:

- Indexed Universal Life Express®
- Term Life Express®
- Living Promise® Whole Life
- Children's Whole Life
- Long-Term Care
- Critical AdvantageSM Portfolio
- Guaranteed ADvantageSM AD
- Annuities

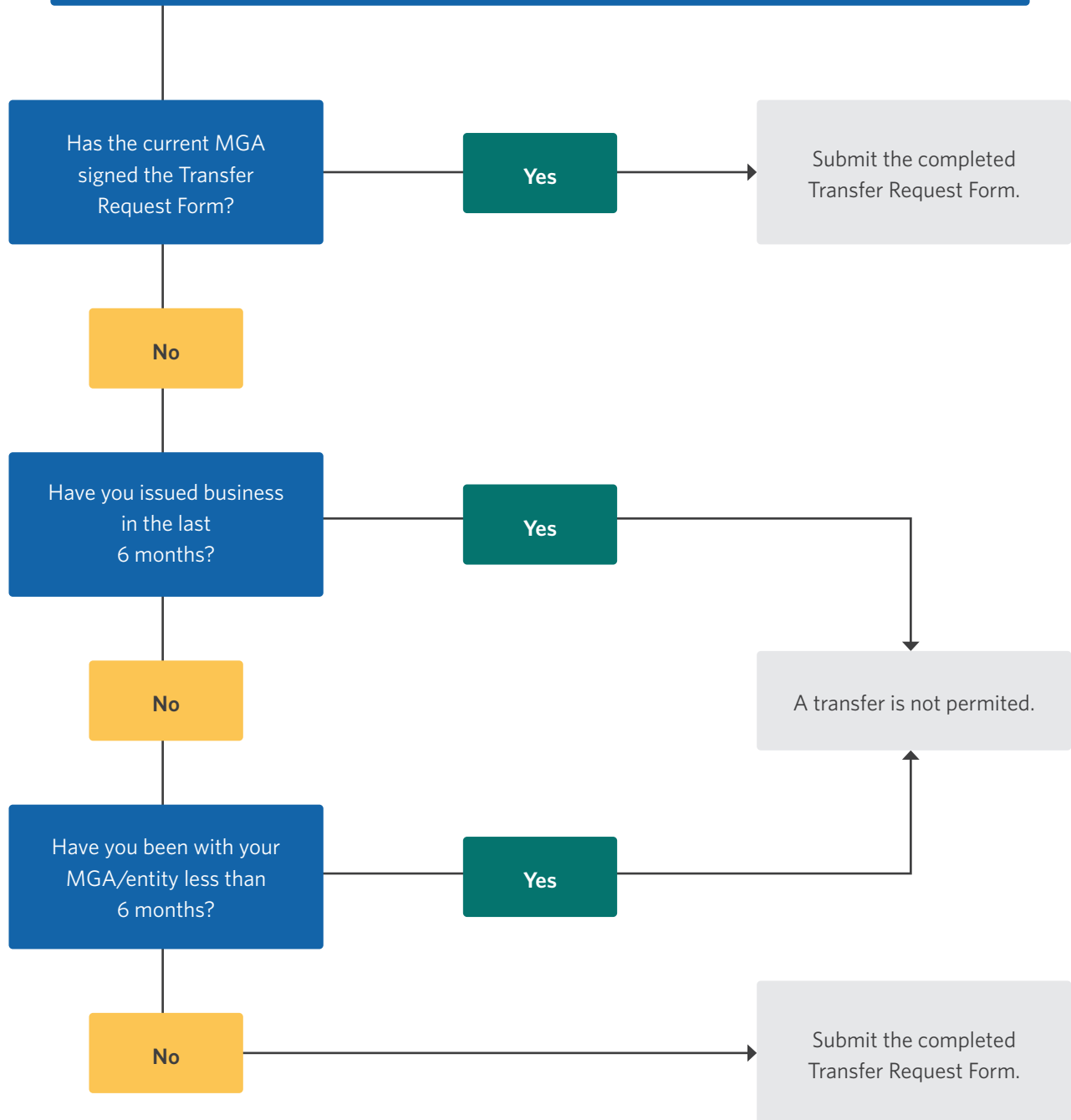


Note: Commissions remain at the same rate (or lower) for 6 months from the effective date or transfer to the new MGA for all products (excluding Annuities).

Transfer Guidelines for:

- Medicare Supplement
- Dental
- Hospital Indemnity

Medicare Supplement, Dental and Hospital Indemnity must be under the same hierarchy. The transfer rules will be based on Medicare Supplement.



Note: Commissions remain at the same rate (or lower) for 6 months from the effective date or transfer to the new MGA for all products.

Mutual of Omaha and Affiliates Transfer Request Form

Reminder: Commissions must remain at the same rate (or lower) for 6 months from the effective date of the completed transfer.

Please fill out all required sections of the form and have the new marketer submit the Transfer Request Form with the transmittal (and contract if required) to Producer Management at contractsandappointments@mutualofomaha.com.

Please Note: If any of the require fields are not filled out correctly or if the necessary contracting is not submitted with the form, it may cause a delay in the processing of your transfer request.

Signature of the Producer/Corporation Requesting the Hierarchy Transfer:

☐ Medicare Supplement, Dental, Dental Savings and Hospital Indemnity

If a release is **not** required by the MGA and you have downlines, please check where your downlines should go:

☐ Include the downline(s) in the transfer

☐ Do not include the downline(s) in the transfer

Please select the product(s) being transferred. (At least one product must be marked. Selecting "Cancel Contract with Prior Marketer" **without** selecting the product(s) being transferred will not be processed.)

☐ Annuities

☐ Simplified Issue Products

Accidental Death, Children's Whole Life, Critical Advantage, Final Expense (Living Promise), Indexed Universal Life Express, Term Life Express

☐ Long-Term Care

☐ Cancel Contract with Prior Marketer

Producer or Corp Name (Printed)

Producer Number, SSN or TIN

Producer Signature
(Signature valid for 90 days from the form sign date)

Date

Marketer the Producer is transferring to

Before completing this section, please review the Transfer Guidelines for each product to ensure all requirements have been met.

Current MGA Signature Acknowledging Transfer and Release if Required:

MGA Name Granting Release (Printed)

MGA Producer Number, SSN or TIN

Authorized Principal Name (Printed)

Authorized Principal Signature

Date

For MGA use only:

If a release is required by the MGA and downlines are present, please acknowledge where the downlines should go: (Select one)

☐ **MGA** acknowledges the release of the transferring entity and their downline

☐ **MGA** is releasing the entity only



Why Mutual of Omaha

Over 50 years of Mutual of Omaha's Wild Kingdom taught us that the animal kingdom and the human kingdom have something in common ... an instinct to protect what matters most. Through insurance and financial products, we help people protect their lives, protect their families, protect their kingdoms.

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