



Guarantee Trust Life Insurance Company

Contracting Guide

Use the checklist and form completion guidelines below as a reference. Proper completion and submission of the necessary forms will help expedite the processing of your appointment.

After printing and completing the paperwork, you may fax, email or mail to GTL.

Fax #: (847) 699-0895

Email address: agency@gtlic.com

Mailing address: Guarantee Trust Life Insurance Company

ATTN: Marketing Dept.

1275 Milwaukee Avenue

Glenview, IL 60025

Upon review and approval of your individual and/or corporate request for appointment, you will receive a welcome letter indicating your agent and/or agency code(s). Retain the welcome letter along with the GTL General Agent Agreement.

Contact the GTL Marketing Department at (800) 323-6907 with any questions.

Contract/Appointment Application:

Individual Agent Appointment: List your legal name as shown on your resident license when completing all paperwork. Make sure to sign and date the Contract/Appointment Application form. Individual agents may leave the Corporate Information section blank.

Corporate Appointment: Complete both the Personal Information and Corporate Information sections. Remember to include both the SSN for the individual and Tax ID# for the Corporation.

GTL General Agent Agreement:

After reviewing the agreement, sign page 8. If being appointed as a corporation, print the corporate name above the "Print Name on License" line and sign your name above the "GA Signature" line. Only the signed page 8 of the GTL General Agent Agreement need be submitted long with the rest of your contracting paperwork.

Direct Deposit/EFT: (Mandatory)

Commission payments are directly deposited via electronic funds transfer (EFT) into your checking or savings account. Please complete the Automatic Deposit Payment Plan form and include a copy of a voided check or savings account statement.

State Background Check Form (GA and MS only):

Insurance License(s):

Submit a copy of your resident license and non-resident license(s) under which you will be submitting business. For Corporate Appointments, submit corporate license(s) along with the applicable individual license(s). GTL will complete your appointment and pay your initial resident state appointment fee upon receipt of your first submitted business, except as explained in the next paragraph.

Pre-appointment states only (FL and PA): FL will require the \$60 pre-appointment fee if you do not have at least one other carrier appointment. PA appointment fee is \$15 (\$30 Sept. through Dec.). Please make check for state appointment fee payable to GTL and mail along with all other appointment document to: Guarantee Trust Life Insurance Company, ATTN: Marketing Dept, 1275 Milwaukee Avenue, Glenview, IL 60025

E & O Certificate:

GTL does not require proof of E & O insurance.

(1/2010)