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 sign date):

- Term Life Express
- Final Expense
- Children's Whole Life
- Index Universal Life Express
- Accidental Death
- Disability
- Critical Advantage
- Long Term Care

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.

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For producer use only. Not for use with the general public.

Transfer Rules for Medicare Supplements and Dental

Medicare Supplements, Dental, and Dental Savings 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 downeline(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.

Products That Do Not Require a Transfer Form

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

- Annuities
- Income Advantage Indexed Universal Life
- Life Protection Advantage Indexed Universal Life
- Term Life Answers
- AccumUL Answers

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

Mergers and Acquisitions

- If the transfer is related to an acquisition or merger with another entity, a Transfer Request Form is NOT required
- Appropriate documentation providing evidence of the acquisition and/or merger is required as well as new contracting paperwork, if applicable

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 will 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 or Dental Savings. These products will have to follow the transfer guidelines listed on page 2
- 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 when the 6 months is up. If required paperwork is not received when the 6 months is 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 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
- Downlines are not automatically transferred with the transferring producer. The producer has to select the box on the Transfer Form requesting to move their downlines. If an MGA's signature is required to transfer the requested product(s), they will also have to mark the box in their portion of the transfer form to release the downlines
- 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
- Disability Income
- Critical Advantage Portfolio
- Guaranteed Advantage AD

Are you seeking a request for yourself/entity, or yourself/entity AND downline(s)?

Yourself/Entity Only

Have you or anyone in your downline had any production of the transferable products in the last 6 months?

No
Submit the completed **Transfer Request Form**

Yes
Has your MGA granted a release for you?

No
You must either:
Have your MGA release you, then complete the Transfer Request Form
OR
Wait 6 months with no production with Mutual of Omaha
OR
Complete the intent to transfer section of the Transfer Request Form. This still requires a 6-month waiting period, but you may continue to write business with Mutual of Omaha. After the 6-month waiting period, your new MGA must submit your contracting paperwork within 45 days.

Yes
Submit the completed Transfer Request Form

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.

Yourself/Entity and Downlines

Have you or anyone in your downline had any production of the transferable products in the last 6 months?

No
Submit the completed **Transfer Request Form**

Yes
Has your MGA released yourself/entity AND your downlines?

No
Has the MGA released the producer/entity but did not release the downlines?

No
You must either:
Wait 6 months with no production with Mutual of Omaha
OR
Complete the intent to transfer section of the Transfer Request Form. This still requires a 6-month waiting period, but you may continue to write business with Mutual of Omaha. After the 6-month waiting period, your new MGA must submit your contracting paperwork within 45 days. Each downline must submit their own Transfer Request Form.

Yes
Submit the completed

Transfer Request Form for yourself/ entity only

Each downline will remain in their current hierarchy unless they submit their own Transfer Request Form

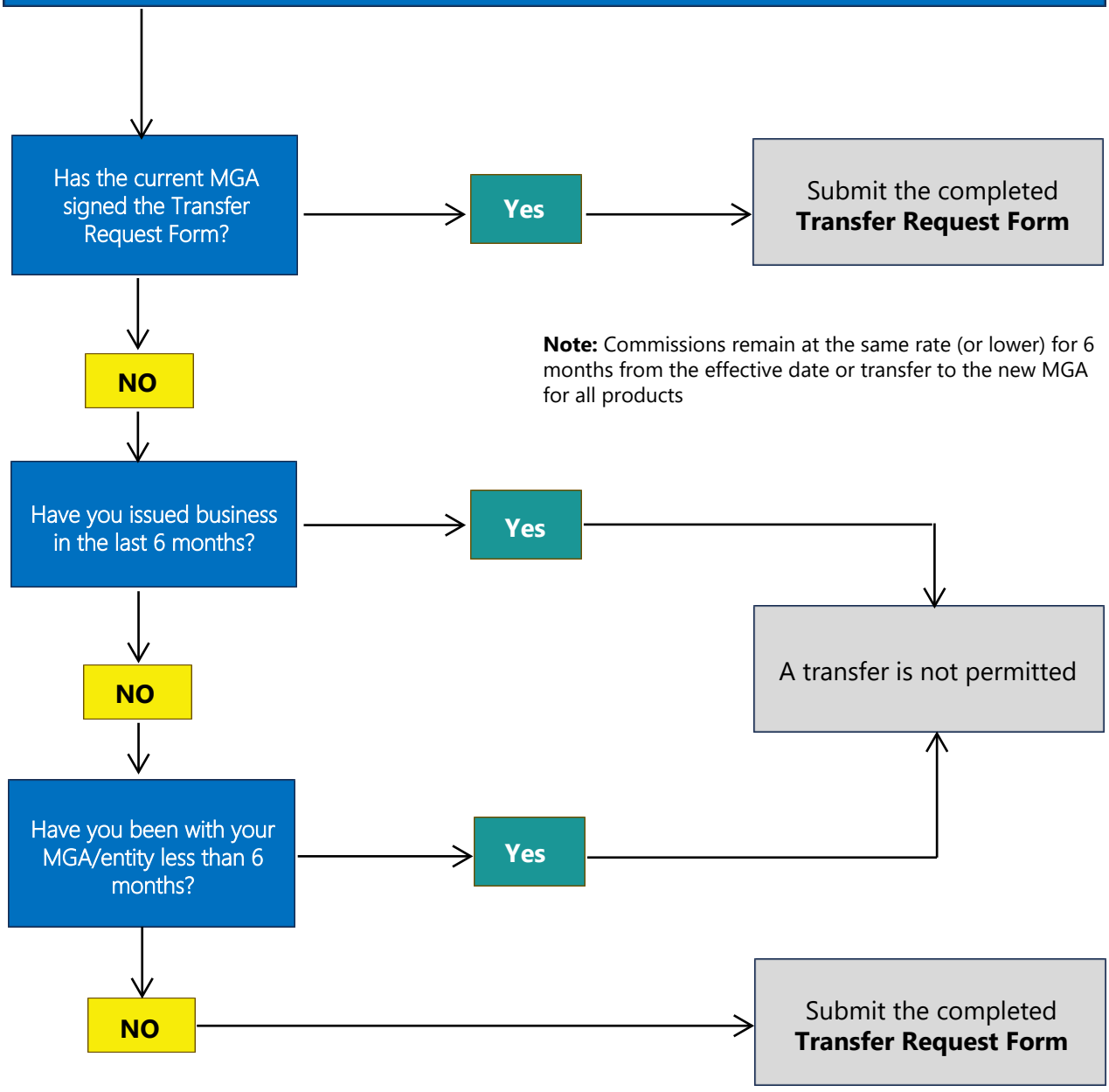
Yes
Submit the completed Transfer Request Form

Mutual of Omaha

Transfer Guidelines For:

- Medicare Supplement
- Dental

Medicare Supplement and Dental 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

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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 required 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:

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

_____
Producer or Corp Name (Printed)

_____
Producer Number, SSN, or TIN

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

_____
Marketer the Producer is Transferring to

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.)

- ☐ Medicare Supplement, Dental and Dental Savings
- ☐ Accidental Death
- ☐ Long Term Care
- ☐ Critical Advantage
- ☐ Disability
- ☐ Term Life Express
- ☐ Index Universal Life Express
- ☐ Final Expense
- ☐ Children's Whole Life
- ☐ Cancel Contract with Prior Marketer

Current MGA Signature Acknowledging Transfer and Release if Required:

_____
MGA Name Granting Release (Printed)

_____
MGA Producer Number, TIN, or SSN

_____ _____
Authorized Principal Signature Date

_____
Authorized Principal Name (Printed)

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