



# INCREASE THE SPEED OF ONBOARDING

## Purpose:

To share the top two reasons why direct pay contracting requests are delayed.

## Reasons:

1. Name on voided check does not match the direct pay agent name on the contract

A large percentage of individuals contracted directly do not provide a voided check with her/his name on it. Many times, this is because the producer wants commissions paid to her/his agency. Nationwide requires payment be made to the contracted person.

Here's an example of a direct pay producer's information received in good order.

- Transmittal Form

Producer Name: Janet Q. Agent      Producer NPN: 0000000

Request Type: (Please select one from options below)

New Appt       Hierarchy Change       Commission Change  
 Adding Product       Termination

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Relationship Level: (Please select one from options below)

**1. DIRECT PAY AGENT (all commissions paid directly to Agent)**

Commission Level

Life Products:

<input type="checkbox"/> 50% level	<input type="checkbox"/> 65% level	<input type="checkbox"/> 80% level
<input type="checkbox"/> 55% level	<input type="checkbox"/> 70% level	<input type="checkbox"/> 85% level
<input type="checkbox"/> 60% level	<input type="checkbox"/> 75% level	<input type="checkbox"/> 90% level

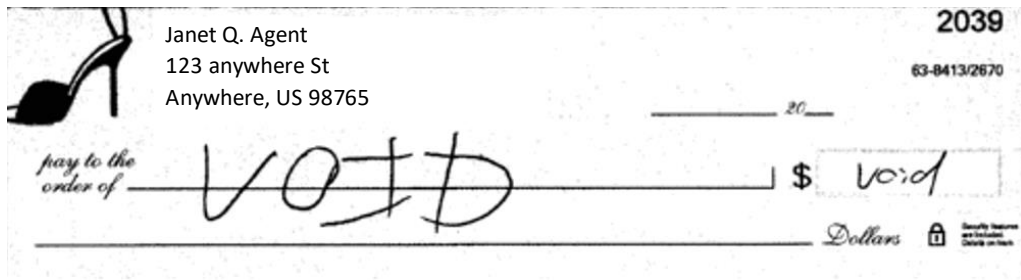
- Voided Check in the name of the direct pay agent

### Nationwide Mutual and Nationwide Life Insurance Company and affiliates, PO Box 182021, Columbus, OH 43218

Products underwritten by Nationwide Mutual Insurance Company and affiliates, including life and annuity products issued by Nationwide Life Insurance Company and Nationwide Life and Annuity Insurance Company, Columbus OH.

Securities and Investment Advisory Services are offered through Nationwide Securities, LLC, member FINRA, SIPC and a Registered Investment Advisor. DBA Nationwide Advisory Services, LLC in AR, FL, IL, NY, TX, WY. Serving representatives of Nationwide Life Insurance Company and affiliate companies. Nationwide Securities, LLC, PO Box 183137, Columbus, OH 43218

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- W-9 Form

22  
**Form W-9**  
(Rev. August 2013)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

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Name (as shown on your income tax return)  
**Janet Q. Agent**

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:  
 Individual/sole proprietor   
 C Corporation   
 S Corporation   
 Partnership   
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶  
 Other (see instructions) ▶

Exemptions (see instructions):  
Exempt payee code (if any) \_\_\_\_\_  
Exemption from FATCA reporting code (if any) \_\_\_\_\_

Address (number, street, and apt. or suite no.)  
**123 Anywhere St**

City, state, and ZIP code  
**Anywhere, US 98765**

Requester's name and address (optional)

List account number(s) here (optional)

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**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number  
**XXX-XX-XXXX**

2. Proof of Anti-Money Laundering (AML) training from an unapproved provider is submitted or the proof of AML is not provided.

Producers must provide proof of having completed AML training within the past 2 years from a Nationwide approved provider. Nationwide will accept all AML courses from the following providers except where noted.

- Kaplan
- Limra
- Nationwide specific AML training on RegEd
- WebCE
- Success CE
- Affordable CE

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- First Choice CE
- Clientell CE
- Quest CE (*Only two courses accepted*)
  - Anti-Money Laundering for Agents and Representatives: Overview, Detection and Prevention (TC)
  - Anti-Money Laundering for Agents and Representatives: Customer Identification Programs, Red Flags, Everyday Scenarios and Enforcement Cases (TC)
- SureBay

**NOTE:** If a producer is actively registered with a FINRA Broker Dealer, we do not require proof of AML for contracting

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