

# Producer Information and Appointment Form Frequently Asked Questions

## **Q: What is in the PIF Packet?**

**A:** (1) The Producer Information and Appointment Form (PIF) Pages 1 - 8

*\*There are links within the PIF that are required producer reading*

- (2) Producer Agreement\*
- (3) Producer Ethical Market Conduct Guide\*
- (4) Multipurpose Confidentiality Addendum and Producer Conduct Rule\*

## **Q: Will I need to submit this new contracting package if I already have a PIF and Producer Agreement in place?**

**A:** Yes. It will be required for any new contracting requests, new or additional state appointments, changes in hierarchy, new servicing agent requests, and new servicing requests after the effective date of the new PIF package (02/28/2023). Please note that a PIF is not needed for servicing agent changes for variable life and annuity products.

## **Q: Will I need to submit the PIF every time I want to submit an Agent Change Request?**

**A:** The new PIF will only be required once and will not be required after initial submission should it be in good order. Please note, however, that Genworth reserves the right to update the PIF and may require you to complete a new PIF to accommodate business and/or regulatory changes and updates.

## **Q: You already have my EFT on file. Do I need to supply it again?**

**A:** If current EFT information is already on file or you wish to receive commissions via check to your mailing address then no updated EFT information is required on page 2. If you do not anticipate any commission payments, then EFT information is not required.

New EFT information given to us will be applied to all codes and move all current payments to the updated information provided.

## **Q: We are submitting paperwork for our agency to be contracted for a merger. Who is an acceptable signor for the PIF?**

**A:** Please see the Acceptable Titles List at [www.genworth.com/produceronboarding](http://www.genworth.com/produceronboarding), under Other Helpful Links and Tips.



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