

Producer Information and Appointment Form Instructions

Only pages 1 - 8 are required to be submitted back to CareScout.

This may be submitted via email at LC@carescout.com.

Page 1

1. **All fields are required to be completed for the individual/entity you are appointing.** If you are only requesting to appoint an individual, the Entity Applicant section is not required.

Page 2 - 6

1. If you answered "No" to all of the Business Practice Questions, you may skip pages 3 - 6 and **sign the form on page 7**. If you answered "Yes" to any of these questions, a **letter of explanation is required**.
2. Explanations can be provided on the corresponding question number throughout pages 3 - 6.

Page 7

1. Signature, date and printed name are required. If signing for an entity, an acceptable title is required.
2. Please see the Acceptable Titles List at [CareScout.com/LC](https://carescout.com/LC), under *Other Helpful Links and Tips*.

Page 8

1. **This page should be completed only by the agent's upline (BGA/MGA/Top Level).**
2. This page provides us with the direction we need to properly build an agent's CareScout producer code number. Please provide each level of the agent's hierarchy's name, tax ID, and CareScout producer code number so that we can build the relationship.
3. Commission schedules are required to be provided by the BGA/MGA/Top Level. If the agent has not been previously appointed, the 'Code Number' may be left blank.



CareScout Insurance Company, Glen Allen, VA