

ACH EFT instructions

Here's how you can make the switch: EFT and Commissions
Payment Frequency procedures

EFT setup / change request for agents

1. Download the Commission Payment Profile (CPP) form from Partner Dashboard under the Forms section and then Broker Contracting. Look for BK12 for Banner Life and BK12WP for William Penn.

A few considerations before you start:

- a. If an agent submits both Banner Life and William Penn business, they must complete both forms.
 - b. If agent has individual and corporate contracts, they must complete a form for each contract type.
 - c. Due to system limitations, if an agent's bank account number is longer than 15 characters, we cannot accept their EFT registration, and they will have to remain on paper check.
2. Complete the CPP form(s) completely, including signature and date.
 3. Email the CPP form(s) to AgentLicensing@lgamerica.com for Banner Life (BK12) or wp_agent_licensing@lgamerica.com for William Penn (BK12WP), ensuring that you include one of the following verification documents with each form submission:
 - a. Copy of voided check **OR**
 - b. Deposit ticket **OR**
 - c. Letter from their bank that includes agent name, agent address, routing number, and account number.
 4. Licensing processes request within 48 business hours.

Commissions frequency change for agents

Agent must complete same process as above to change the frequency of their payments.