Good Order Checklist
New York Life Guaranteed Future Income Annuity II

To ensure your client's application is processed quickly and efficiently, please review the application carefully. Use this checklist as a guide to determine if the application is in Good Order before submitting it to New York Life. If you need assistance, please contact the New York Life Sales Desk at 1-888-474-7725.

- ☐ 1. Is the application completed for the correct state and product based on the owner's state of residence?

- ☐ 2. Has the correct plan type been selected?

- ☐ 3. Has the premium payment amount been entered? Does the premium amount entered meet the product minimum? For transfers, has the *total* expected premium amount been entered?

- ☐ 4. Are the owner's and annuitant's name, address, date of birth and social security/ tax identification number complete? Is the annuitant a natural person with a verifiable street address? Note for Trust or Entity Owned Policies: The W-9 form must be completed and returned with the application.

- ☐ 5. Is the beneficiary information filled out correctly regarding relationship, percentages (primary and contingent beneficiary designations must each total 100%) and for non-qualified plans with joint owners? Please note that a beneficiary is not available for Life Only policies.

- ☐6. Is the income payment start date at least (13) months from the application signed date and no later than 40 years from the application signed date?

- ☐ 7. Have both replacement questions been answered?

- ☐ 8. Are replacement forms required by the owner's state of residence? If so, have the applicable forms been completed and included?

- ☐ 9. If a replacement is taking place, are the replacement answers on the application, producer's statement and replacement form (if applicable) consistent? Is the replacement form dated on or prior to the application sign date?

- ☐ 10. Has the correct payment option been selected? Did you run an illustration with the client's requirements to ensure the payment option selected is available/valid? Has the frequency been selected?

- ☐ 11. Is the application fully completed? Has it been *signed on the designated line(s)* by all owners, annuitants and agents/ representatives? Is it dated? Have all cross-outs been initialed by all owners?

- ☐ 12. Is the agent/representative properly licensed and appointed in the state of issue? (Refer to the Licensing and Jurisdiction Rules for details.) Has product training been completed?

- ☐ 13. Have all of the producer's statement questions been answered and checked off? Is the Producer's Statement signed and dated by the agent/representative?

- ☐ 14. Has a copy of proof of age, such as a driver's license, been obtained for all annuitants and attached to the application?

☐ 15. Is additional paperwork required prior to issuing the policy? If so, has it been included?
For Military Service Members: GEN-MILIFORM (Only Florida residents are required to return the completed form to New York Life)
For Trust or Grantor Trust Ownership: Statement of Trust and Grantor Trust Form - 19072
For Trust or Entity Owned Policies: W-9
For Corporate Ownership: Corporate Resolution
For Custodian or Guardian Ownership: Custodian or Guardian paperwork
For POA: Power of Attorney paperwork