

# CONTRACT CHECKLIST

In order to transact business with us, you must submit the following documents for approval:

Thank you for choosing us!  
We appreciate your business.



## Agency Profile

Complete the attached Agency Profile.



## Producer Agreement

Complete and sign the attached Producer Agreement.



## E&O Declaration

Provide us with a copy of your E&O Declaration page or Certificate of Insurance.



## Agency License

Provide copies of your agency license(s).



## DRLP Copies

Provide copies of licenses for the agency's Designated Responsible License Producer (DRLP).



## W-9 Form

Complete and sign a W-9 form. Please note that the name on line 1 and the tax ID must match what is on file with the IRS.

Please email all documents to: [kleslie@mackund.com](mailto:kleslie@mackund.com)

## CONTACT US



### Questions?

[kleslie@mackund.com](mailto:kleslie@mackund.com)

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