

# NCIA Insurance Agency Medical Life Insurance Co.

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## *Agent/Producer Appointment Materials*

### **Appointment Checklist:**

To ensure proper appointing, please include all of the following:

- Signed and Completed Appointment form (#ZZ116 R9/02)
- Signed and Completed W-9 Form
- Copy of your individual insurance state license and corporate license, (if applicable) for each jurisdiction of appointment.

**Submission:** Please return the Appointment Form, W-9 Form, License(s) to:

Ms. Sandy Boenig  
NCIA Insurance Agency  
840 First Street, NE  
Washington, DC 20065