

2024 Plan Year Agent Application Submission Agreement



No 2024 applications will be processed until this form has been received. Please only submit this form once.

Agent Name:	<input type="text"/>	Agent #:	<input type="text"/>
Email:	<input type="text"/>	Phone #:	<input type="text"/>
Address:	<input type="text"/>		

The following items are understood and agreed upon by the above referenced agent:

- I agree that all applications will be completed and **fully legible** upon submission. If an application is illegible it will be faxed directly to the carrier without being scrubbed for them to process.
- I agree to email or fax each application to Senior Marketing Specialists immediately after I receive it. Applications **MUST** be received **within 24 hours** of the agents signature date **and be submitted using the appropriate fax cover sheet. Emailed applications must be submitted in PDF format.**
- I agree to use the New Business Fax Cover Sheet on each application I submit. The cover sheet will be completed in its **entirety**, with each application having it's own cover sheet.
- I understand I will receive an email verifying receipt of each application. It is my responsibility to call Senior Marketing Specialists to verify receipt if I do not receive an email verification **within 48 hours of app submission. Confirmations from your fax machine are not a substitution for the confirmation email. If you don't receive an email confirmation on the application we DID NOT receive it.**
- I understand that if an application is missing any information or forms, I will be contacted within 24 hours. **I also understand that for applications involving a premium, that premium amount will not be verified by SMS and I agree that I have listed the correct premium before submitting the application.**
- I understand that if an application is missing any information and Senior Marketing Specialists is unable to retrieve that information within 24 hours, **the application will be submitted as is** to the carrier via fax and may be subject to denial, be pended, or commission may be withheld or delayed by the carrier. If the application is already late it will immediately be submitted to the carrier.
- I understand that SMS Enrollment office operates **Monday-Thursday 8:00am-4:00pm CST and Friday 8:00am-12:00pm CST.** Any applications received after hours will be entered the next business day.
- I UNDERSTAND THAT ANY APPLICATION SUBMITTED TO SMS MORE THAN 48 HOURS AFTER MY RECEIPT DATE (THE AGENT RECEIPT DATE) MAY BE RETURNED TO ME, THE AGENT AND NOT SUBMITTED TO THE CARRIER. APPS SUBMITTED TO SMS MORE THAN 48 HOURS AFTER RECEIPT DATE ARE IN DIRECT VIOLATION OF CMS RULES.**

I further agree that Senior Marketing Specialists will in no way be held liable for any errors, decreased commissions, or other application related issues stemming from E-App office enrollments noted and not noted on this form. As an agent I understand it is my duty to check the status of my applications in a timely manner.

Please initial by each item above and sign and date the agreement. Once complete fax this form to Senior Marketing Specialists at 1-800-581-3657 or email it to fax@smsteam.net. Please retain the original for your records.

Agent Signature: _____		Date: _____
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