

## Partnership Expectations

Welcome to Oak Tree Insurance Brokerage – a concierge brokerage general agency and insurance marketing organization which exists to serve a select group of visionaries and financial professionals. Below you will find partnership expectations when partnering with Oak Tree Insurance Brokerage:

### Application Scrubbing

Oak Tree Insurance Brokerage will not scrub applications ensure the completion of answered application questions or their accuracy, as that is the writing advisors' responsibly. Oak Tree Insurance Brokerage only ensures applications are in good enough order for submission. Oak Tree Insurance Brokerage can briefly review an application to ensure client signatures, advisor signatures, and dates are present, and thus, are in good enough order for submission to the carrier. Exceptions to this policy can be granted for especially complex cases or for cases larger than \$20,000 life insurance target premium or \$750,000 annuity premium. While Oak Tree Insurance Brokerage would like to offer the ability to scrub applications as part of our concierge brokerage general agency offering, Oak Tree Insurance Brokerage does not have the resources to do so unless cases meet the aforementioned case size requirements.

### Case Underwriting Timeliness

Oak Tree Insurance Brokerage believes a fully underwritten life, disability, or long-term care insurance case should go from submit to issue in as little as 60 days, with 45 days being the expectation for the majority of cases which do not contain complex medical record retrieval, ownership complexities, or non-financed situations. Advisors should use accelerated underwriting carriers and programs when applicable, as accelerated underwriting cases can close in as little as 15 days.

Annuity case processing time expectations are 30-45 days. Many annuity cases are funded by IRA or 1035 transfers with financial institutions which we have not control over. As a result, annuity cases involving transfers are expected to close within 45 days, while annuity cases funded by cash can close in as little as 15 days.

It's a good practice to inquire about carrier processing times prior to submitting business with a carrier, as these timeframes can vary widely among carriers and fluctuate throughout the year.

## **Commissions**

For commission purposes, Oak Tree Insurance Brokerage will make every effort to contract advisors with carriers as directly as possible, as to ensure commissions are being paid directly from the carrier to the advisor. In the rare situation where carriers require sub-street level contracting (Principal or John Hancock, for example), Oak Tree Insurance Brokerage will enter into an override agreement with the advisor (where applicable).

If an override agreement with Oak Tree Insurance Brokerage is in place, override commissions are processed on the 1<sup>st</sup> and 15<sup>th</sup> of every month (if the 1<sup>st</sup> and 15<sup>th</sup> fall on a weekend, holiday, or office closure, commissions will be processed the next business day). Commissions will be processed electronically via bank ACH—no paper checks will be issued. To receive override commissions from Oak Tree Insurance Brokerage, both the Independent Producer Agreement and IRS W-9 form must be on file.

## **Communicating With Clients Directly**

Oak Tree Insurance Brokerage respects the advisor-client relationship, and therefore, Oak Tree Insurance Brokerage will not communicate directly with our advisors' clients. For especially complex cases, Oak Tree Insurance Brokerage has the ability to assist advisors, attorneys, or CPAs in client conversations or meetings, at the request of the advisor and the availability of Oak Tree Insurance Brokerage's experts, as long as the advisor is present.

## **Non-Competition**

Oak Tree Insurance Brokerage's business model revolves around developing wholesale relationships with financial professionals. As a result, Oak Tree Insurance Brokerage does not pursue street-level relationships with clients and does not write retail insurance business unless specifically requested by the advisor.

## **Scheduling Paramedical Exams**

Oak Tree Insurance Brokerage does not schedule paramedical exams for pending cases. The writing advisor is responsible for ordering their own paramedical exams for their pending cases.

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