



Employer-Sponsored Solutions			Individual Solutions			For You		
eFP Home	Retirement & Investments	Medical Insurance	Non-Medical Insurance	Retirement & Investments	Life Insurance	Disability Insurance	Resources	Recognition & Compensation

eFP News

- > [Recent News](#)
- > [News Search](#)

Tools Edit

- > [Customer Information](#)
- > [Rates & Values](#)
- > [Pending Business Report](#)
- > [Fixed Annuity Rates](#)
- > [Individual Systems](#)
- > [Forms & Supplies](#)
- > [eFP News](#)

New policy for business by mail announced

06/09/2004

Due to the changing needs of customers and producers, you can now complete replacements and new-business applications by mail. Previously, replacement business had to be completed in person and new apps taken by mail were limited.

This new policy applies to individual life insurance (both fixed and variable), individual annuities (both fixed and variable) and individual disability insurance (DI) business. It applies in every state except Kentucky (which prohibits taking life insurance applications through the mail) and West Virginia (which prohibits taking DI applications through the mail).

Requirements for business by mail

1. Have an existing relationship with the owner and know his/her financial needs.
2. Keep a thorough factfinder and needs analysis in your client file.
3. Use TeleApp for life and disability cases - use the version for the state where the owner will sign.
4. Indicate on the app the city and state where the owner signed.
5. Be licensed in the state where the owner signed the app.
6. Next to your signature, note, "App taken by mail on (date)."
7. Note in the Comment section of the Field Office Report, "App taken by mail on (date) so answers were not recorded in my presence."

Remember, doing business by mail impacts Customer Identification Program procedures. If the sale involves:

- 1 An **individual**, check box 2 on the Customer Identity Verification form and the home office will use a vendor to verify the customer's identity.
- 1 A **trust or corporate entity**, check box 3 and submit copies of the documents indicated.

For more information: Traci Weldon, Product & Distribution Compliance, weldon.traci@principal.com, 800-654-4278, option 1, x70601

[Contact the Editors](#)