

Athene Cheat Sheet on Application

I wanted to share a few areas where we have seen mistakes or had several questions on Athene applications:

- **Missed form on fixed application**
 - On page one of the application where it states product name, be sure to indicate if it is MVA or non MVA
- **What to do when you have more than 4 beneficiaries on an application?**
 - Create a letter of instruction, but write at the top of the actual Bene page: “See attached sheet for listing of beneficiaries.” Also, if there are no contingent benes, put “no contingents”. Send it in at the SAME TIME as the application itself. Have it signed as well!

What kind of checks can be sent?

- Individual checks
- Cashier’s checks MUST have remitter section completed
- Third party checks-Can only be accepted if it originates from an insurance company, financial institution, and/ or pension plan and is properly endorsed over to the appropriate Athene Company.

- **What types of ownership?**

It is their policy to require joint annuitants if there are joint owners listed on the app. Joint owners can be spouse only

- **Owners and Annuitants must match**
 - i. If selecting single owner, must be single annuitant
 - ii. If selecting joint owners, must be joint annuitants
(and must be spouses)
 - iii. If selecting joint annuitants, must be joint owners
(and must be spouses)

- **In Subscribe, the system is built to require joint annuitants if there are joint owners (and vice versa) to avoid NIGOs**

If you are doing a 1035 exchange and there are joint owners and a single annuitant at the other carrier, there are 2 things we need:

iv. First, fill out the Subscribe inputs the way the system makes you (joint and joint). When you print the forms, cross out the second annuitant and have the client initial and date the change. This will allow the 1035 to be like-for-like

v. Second, send a Letter of Instruction along with the application letting us know that the annuitant is crossed out because the 1035 has to be like-for-like and that you understand the second annuitant will be added to the policy prior to issue

vi. Once we receive the funds, we will add the second annuitant onto the policy prior to issue

- Joint Owners / Joint Annuitants – first owner dies, spouse can continue or take death benefit regardless of who is the bene. If it's an FIA, Income Rider they can continue if they take Joint Withdrawals regardless of the bene.

- Single Owner / Single Annuitant – Owner dies, spouse can continue if they are the **sole primary** bene. If child is bene, then spouse doesn't have rights. Same with income, spouse must be **sole primary** bene to continue receiving payments from a joint withdrawal.

- **How to label beneficiary issues?**
 - Cannot name surviving spouse's estate must be names person. For example estate of Jane Doe (wife). If beneficiary spouse passes first, the surviving spouse can then put their estate as the primary beneficiary.

- **How to label a trust?**
 - In Trust/ Trustee situations, every signature must have TTEE after it