



Equitable's Guaranteed Issue (GI) checklist

	Guaranteed Issue guidelines checklist	 Financial professional notes
☐	Minimum of 10 lives	
☐	White-collar executive/professional, highly compensated (income equal to or greater than \$100,000).	
☐	Maximum issue age of 70 • Maximum average age needs to be 55 or less. • Face amount should be in line with our Guaranteed Issue parameters and have a formula associated with the given face amounts (i.e., multiple times salary, flat face amount).	
☐	Other additional requirements: • Actively at work (minimum of 30 hours per week). • No known substandard or uninsurable. • Each proposed insured should be a permanent resident of the United States. • Retired and 1099 employees are not eligible. • An employer/employee relationship needs to exist. Associations, foundations, government employees or union member cases are not eligible. • Guaranteed Issue can be added to the Business Service Strategies (BSSU) platform. Speak to your sales representative or an Advanced Markets specialist for more information.	
☐	Riders that can be included: • Long-Term Care ServicesSM Rider (see Guaranteed Issue Guidelines Flyer Cat #162105 for additional information). • Living Benefits Rider (provided the face amount is \$50,000 or greater and is on each participant's policy). • Return of Premium Rider (no accumulation rate is allowed). • Disability waiver (only if elected for all participants). • Cash Value Plus or Liquidity Riders (only if elected for all participants).	

	Informal submission	 Financial professional notes
	To initiate a GI case inquiry with Equitable, contact the Advanced Markets team: Advanced Markets will discuss the GI case process with you, review our GI guidelines with you and work with you on the design of the case. Case design involves: • Defining participation requirements. • Setting the premium funding level. • Defining the formula for the policy death benefit amounts. • Product selection. • Preparing composite and individual illustrations. To prepare illustrations for you, we will need a census with some baseline information, such as age/date of birth and gender. Additional information that is helpful but can be refined at a later point are employee names, tobacco status and application state. <i>Note, while the Equitable census is needed for formal submission, a preliminary census can be used for illustrative purposes.</i> Advanced Markets will confer with underwriting to address any facets of the case design that may need to be pre-reviewed before moving forward to the case submission process. Once we have a design that appears to be acceptable to both the client and underwriting, we will send you the two forms that are necessary for case submission: GI checklist and the formal census in Excel format. For cases involving associations, charities or other entities without a common employer, or financed GI policies, please consult with Advanced Markets. These are generally not permitted under GI guidelines.	
	Formal submission	 Financial professional notes
	Complete the Guaranteed Issue checklist: This checklist will include information about the company, its industry, the employees that are participating in the plan, eligibility requirements, type of nonqualified plan, as well as pertinent policy information.	
	Complete the Guaranteed Issue census: A census (form 301-03) will need to be fully completed and signed by the sponsoring employer. This census will include employee information, such as gender, age, job title, Social Security numbers, as well as work addresses and home addresses for all eligible employees. It will also include policy information, such as face amount, policy premiums and death benefit options. It is important to ensure any increases in salary are provided so Equitable can track salary increases and any subsequent increases to the policy death benefits based on salary-related formulas. For example: • Death benefits based on a multiple of salary. • Minimum non-MEC face amounts based on premiums based on a percentage of salary.	

✓	Formal submission	 Financial professional notes
○	Obtain signatures: Note that both the GI checklist and the GI census need to be signed by the designated officer of the sponsoring employer. These are typically signed when the forms are initially submitted for formal submission of the case to underwriting. However, the forms may be signed later and re-submitted with signatures with the signed offer letter, described below.	
○	Submit forms Send both the completed checklist and census to underwriting at GIbusiness@equitable.com. Underwriting will review the checklist and census and determine whether the case can move forward.	
○	When underwriting determines a case can move forward, the underwriter will create a draft offer letter for review by the financial professional. The financial professional reviews the draft for consistency with the plan design and advises the underwriter if there are any changes or corrections that need to be made.	
○	Underwriting will review the checklist and census to ensure the case is acceptable.	
○	Return signed final offer letter: After the financial professional responds to the draft offer letter, the underwriter will issue a final offer letter that should be reviewed and signed by the designated officer from the sponsoring employer and the financial professional. Financial professional and buyer/ employer signs and dates the Guaranteed Issue offer agreement letter and sends back to the underwriter.	
○	Applications Upon return of the signed and dated Guaranteed Issue offer agreement letter, authorization (email to the financial professional) is sent to secure applications. Applications can be found on equitable.com through build kits (Equitable Advisors) or e-Forms for life (Equitable Distributors). In addition to the applications, underwriting will need the illustrations for the youngest, median and oldest participant signed and returned. Also, the composite illustration needs to be signed and returned. While there is no spot for a signature for the owner and the financial professional, please include both signatures on the last page of the composite. No premiums are to be collected at this time.	
○	Authorization Upon receipt of applications and approval of the applications, an authorization (email notification) will be sent to the financial professional who now authorizes the collection of premiums.	



Contacts

Advanced Markets

(800) 316-9981, Option 2
equitableadvancedmarkets@equitable.com

Underwriting

GIBusiness@equitable.com

Applications

Applications can be sent to:
NOCLifeApplications@equitable.com
cc: Evelyn.Greene@equitable.com

**For more information, please contact Advanced Markets,
or visit equitableLIFT.com/GI.**

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