



MJ Kelly Company

PRODUCER AGREEMENT INSTRUCTIONS

1. **Complete the Producer Questionnaire.**
2. **Sign the “Letter Requesting Authorization to Release Credit Information.” If you are requesting “Account Current”**
3. **Complete the “Preferred Limited Producer Agreement.”** If you sign under Account Current please be sure to also have a witness sign.
4. **Complete the W-9 form.** Please provide a Social Security or FEIN Number and signature.
5. **Attach a copy of your current State Agent’s License.**
6. **Attach a copy of your current Errors and Omissions Declaration Page showing a minimum of \$1,000,000 in coverage.**
 - a. *PLEASE NOTE THAT WE ARE NOT ABLE TO SET YOUR COMPANY UP WITHOUT THIS.*
7. **Fax or Email all documents to Sabrina Smart at 417-883-7103 or ssmart@mjkelly.com**

Sincerely,

Sabrina Smart
Executive Administrative Assistant
MJ Kelly Company- Springfield Office
ssmart@mjkelly.com
1-800-725-7211, Ext. 120

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