

A Member of the Tokio Marine Group

National Flood Insurance Program - Flood Setup Application Instructions

To begin the National Flood Insurance Program (NFIP) agent set-up process, please provide the following information:

- 1. A completed Set-Up application. (Attached).
- 2. A copy of your current E & O coverage declaration page or Certificate of Insurance.
- 3. A copy of the agency insurance license.
- 4. A completed Due Diligence form (Attached). This is for the agent appointment and background check. Any Producer/Agent providing proof of Flood Continuing Education must complete this form.
- 5. A list of States the agency holds a Non-Resident License. (Attached just check off the states listed on the sheet.)
- 6. A completed W-9 form. (Attached)
- 7. A dollar amount of Flood insurance premium the agency plans on writing over the next 12 months. If you are not sure, list a low figure, as this amount will appear on the Commission Agreement you will sign later.
- 8. Copies of Flood Continuing Education Certificates for *all* Producers/Agents selling and writing Flood insurance along with a copy of the agent license and their email address. A minimum of three credit hours is required for each producer. A Transcript cannot be used in place of a Certificate. The Certificate must be fully completed to be acceptable.

If any Producer/Agent has not taken a Flood Continuing Education Class, WebCE offers a class online to agents in all states. The website is www.WebCE.com. (Go to the course catalog to order WebCE's Flood Insurance Fundamentals: NFIP Training for Insurance Producers course, which fulfills this requirement.) All other Flood CE classes must be approved by your State Department of Insurance for Continuing Education and meet the minimum class hour requirement stated in the Flood Insurance Reform Act of 2004.

You may email the documents to pamela.moats@phly.com or fax to 866-823-1858. When all of the required documents are received, the set-up process, which takes a minimum of **ten** business days, will begin. You will receive a confirmation email that the setup process has begun. Once the set-up process is complete, you will be emailed your login instructions to the Flood Insurance Portal so that you can begin quoting online.



A Member of the Tokio Marine Group

National Flood Insurance Program – Agency Enrollment Application

AGENCY NAME											
DBA NAME IF APPLIC	CABLE										
MAILING ADDRESS								CITY, ST	ATE, ZIP)	
LOCATION ADDRESS						CITY, STATE, ZI			ATE, ZIP)	
CONTACT NAME				EMAIL ADDRESS							
FEDERAL TAX ID				Check here if a	agency is	AGENCY	/ NATIONAL				
NUMBER:	NUMBER:				incorporated.			CER NUMBER:			
TELEPHONE NUMBER	PHONE NUMBER:				FAX NUMBER:						
WHO IS YOUR PRIMAR	Υ										
FLOOD CARRIER?			ı			COMMISSION %			VOLUN	1E \$	\$
REQUIRED – WHAT IS YOUR PROJECTED COMMITMENT? \$		\$			ROLLOVER:		YES			NO	
										1.10	
AGENCY PRINCIPAL'S N			TNICED	^_	AGENTS/PRODUCERS WHO ARE SUBMITTING				IC		
	ΑD									IG	
			PROUP	· Or	FLOOD CO	INTINUIT	NG EDU	CATION		1	
									N/	ATIONAL PRODUCER	
AGENT/PRODU	CER NAI	ME		EMAIL ADDRESS							NUMBER
		ADD (CDIC AS:	D C:	IDDODT CTASS	TO ACCES	C DOLLOY	INICODA	ATION		
ADD CSR'S AND SUPPORT STA				JPPORT STAFF	EMAIL ADDRESS						
CSR NAME						EIVIA	AIL ADDK	E33			
				<u> </u>							
Signature:			Title:						Г	Date:	

State	Agency License Number	State	Agency License Number
ALABAMA		MONTANA	
ALASKA		NEBRASKA	
ARIZONA		NEVADA	
ARKANSAS		NEW HAMPSHIRE	
CALIFORNIA		NEW JERSEY	
COLORADO		NEW MEXICO	
CONNECTICUT		NEW YORK	
DELAWARE		NORTH CAROLINA	
DISTRICT OF COLUMBIA		NORTH DAKOTA	
FLORIDA		ОНЮ	
GEORGIA		OKLAHOMA	
HAWAII		OREGON	
IDAHO		PENNSYLVANIA	
ILLINOIS		RHODE ISLAND	
INDIANA		SOUTH CAROLINA	
IOWA		SOUTH DAKOTA	
KANSAS		TENNESSEE	
KENTUCKY		TEXAS	
LOUISIANA		UTAH	
MAINE		VERMONT	
MARYLAND		VIRGINIA	
MASSACHUSETTS		WASHINGTON	
MICHIGAN		WEST VIRGINIA	
MINNESOTA		WISCONSIN	
MISSISSIPPI		WYOMING	
MISSOURI			



Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.									
	2 Business name/disregarded entity name, if different from above									
s on page	following seven boxes. Individual/sole proprietor or C Corporation S Corporation Partnership Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):								
		Exempt payee code (if any)								
Print or type.	LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that	Exemption from FATCA reporting code (if any)								
F iji	is disregarded from the owner should check the appropriate box for the tax classification of its owner.	(4-1:-4-110)								
bed	Outer (see instructions) F	(Applies to accounts maintained outside the U.S.) and address (optional)								
See S	Viduress (number, street, and upt. of state no.) see institutions.	ia address (optional)								
Ō	6 City, state, and ZIP code									
	7 List account number(s) here (optional)									
Par	t I Taxpayer Identification Number (TIN)									
	your fire in appropriate box. The fire provided material in hame given on the avoid	urity number								
reside	p withholding. For individuals, this is generally your social security number (SSN). However, for a nt alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other s, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>	- -								
TIN, la										
	in the decedant le in more than one harrie, eee the metractione for into 117 ties eee 177 at 74 and and	r identification number								
Numb	er To Give the Requester for guidelines on whose number to enter.									
Par	Certification									
Unde	penalties of perjury, I certify that:									
2. I ar Ser	number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issun not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been now vice (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) to onger subject to backup withholding; and	otified by the Internal Revenue								
3. I ar	n a U.S. citizen or other U.S. person (defined below); and									
1 The	EATCA code(a) entered on this form (if any) indicating that I am exempt from EATCA reporting in correct									

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid,

other than	1 1 2/	utions to an individual retirement arrangement (IRA), and generally, payments, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ▶	Date ►	

General Instructions

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN). individual taxpaver identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,