



Agent **Advance to As-Earned** Request Form

Please complete this form to request commission change to an existing agent record.

Please Note:

- Requests to be sent to: contracting@citizensinc.com
- All changes are subject to approval and can be requested by either agent, agent's upline or IMO.
- Standard processing time can range from 3-5 business days depending on volume and type of request.
- You will be notified once your request has been processed including effective date.
- Commission type is based on the agent's commission at time of application.

Agent / Agency Name	Agent Number	Frequency of Payout (required) (If blank monthly option will be utilized)		
		<input type="checkbox"/> Monthly	<input type="checkbox"/> Semi-Monthly	<input type="checkbox"/> Weekly

Please consider my request to change the way I am paid from **Advance to As-Earned Commissions**. I understand the As-Earned payment method will not pay if an application is "in process" as the record is being updated, we cannot guarantee which way the system will pay. By signing below, I acknowledge that I have read and understand the terms and conditions outlined in this request.

Signature of Writing Agent: _____ Date: _____

Writing Agent Name (print): _____

Signature of Writing Agent's immediate Upline: _____ Date: _____

Writing Agent Upline Name (print): _____

IMO Authorization Signature: _____ Date: _____
(If applicable)

IMO Name (print): _____

For internal use only: Processed by: _____ Date: _____