

Contract Level Change Hierarchy Change

Date: _____

AGENT INFORMATION
Agent's Name: _____
Agent's EF Number: _____
AGENT UPLINE INFORMATION
Agent's Direct Upline Name: _____
Agent's Direct Upline EF Number: _____

CONTRACT LEVEL CHANGE
Agent's Current Contract Level (Circle One):
CL1 CL2 CL3 CL4 CL5 CL6 CL7 CL8 CL9 CL10 CL11
Agent's New Contract Level (Circle One):
CL1 CL2 CL3 CL4 CL5 CL6 CL7 CL8 CL9 CL10 CL11

HIERARCHY CHANGE
New Direct Upline Agent Name: _____
New Direct Upline EF Number: _____
Reason for change: _____

Current/Releasing Direct Upline Signature Required: _____

Current RM Signature Required: _____

Receiving RM Signature Required*: _____

Receiving Upline Signature Required*: _____

**Receiving RM Signature" and "Receiving Upline Signature" required only for hierarchy changes.

Submit ALL contract level/hierarchy change forms to agentadmin@equisfinancial.com

Once the form has been submitted to Equis Financial, it can take up to **5-10 business days for Equis to process Contract Level and Hierarchy Changes. Once the carrier receives the request, it will be processed according to their processing procedures.

Agents are eligible for a comp increase every **90 days based on The Equis System Bonus and Promotion Guidelines.

Legend:

CL1 = ER1	CL3 = SM	CL5 = DM	CL7 = NM	CL9 = RMD	CL11 = EMD
CL2 = ER2	CL4 = SSM	CL6 = RM	CL8 = EM	CL10 = NMD	