

Date: _____

AGENT INFORMATION:

Agent's Name: _____

Agent's EF Number: _____

Requesting Agent Name *(if different from above)*: _____

Requesting Agent EF Number *(if different from above)*: _____

ENTRY INFORMATION:

Application ID: _____

Client Name: _____

REASON FOR REQUEST *(other than new agent)*:

AUTHORIZATION *(required)*:

***Agent Signature:** _____

Submit ALL Unreported Request forms to newbusiness@equisfinancial.com

****Once the form has been submitted to Equis Financial, it can take up to 1 business day for Equis to process all Unreported Requests. Once complete, an email will be sent to the Agent, Up-Line, and RM.**

****All Equis Agents will now be allowed 2 Unreported Requests per month. Once the 2 Requests have been reached, the agent will not be allowed any further requests until the following month. Please note that the business must be Paid, Pending, or Approved within the month you are requesting.****