

## 2 STEPS ON HOW TO PREPARE NEW SBG CHOICE PAPERWORK FOR SUBMISSION?

1

### Request an SBG IAR # with GWN:

Send a 1 time email to [Modelupdates@gwnsecurities.com](mailto:Modelupdates@gwnsecurities.com) & [Newbusiness@gwnsecurities.com](mailto:Newbusiness@gwnsecurities.com) requesting your IAR#. **(Will not be able to submit Choice Business without this #)**

2

### Required Forms for Approval:

Please submit the following forms:

#### GWN Forms:

- Trusted Contact
- Client Account Form
- Mutual Fund Disclosure
- Discretionary Advisory Agreement Form

#### SECURITY BENEFIT Forms:

- Advisor Mutual Fund Application - Fee Base Form



### Guidelines for Security Choice Accounts:

- 3 Fund Minimum required per account
- Target Date Funds cannot be selected
- Refer to the investment section of application to view the fund list options
- Models provided on The Security Benefit Advisory Program or created by advisors are not actively managed and remain stagnant. **You must review and adjust allocations at least once per year.**
- Write your security benefit IAR# in the RIA section of SBG Application

### Example:

#### Step 1 – Investment Advisor Information

Complete with the Investment Advisor information and select one of the Fee Policy options below. Note, there are additional disclosures in the Participant Signature section (see Investment Advisor Authorization) the participant attests to.

Name of Investment Advisory Firm

Name of Investment Advisor

First

MI

Last

Type of Advisor (check one):

☐ Firm

☒ Individual

RIA Number