

# ATLANTIC COAST LIFE INSURANCE COMPANY



## MULTI-YEAR GUARANTEE ANNUITY FIELD GUIDE

Atlantic Coast Life Insurance Company  
Administrative Office  
PO BOX 27248  
Salt Lake City, UT 84127-0248  
P: 844-442-3847  
F: 888-433-4795

This guide is intended to answer your questions and provide ideas to help you sell the Atlantic Coast Life Insurance Company Multi-Year Guarantee Annuity. There are also several other tools available to support your needs. You must ensure that you correctly represent, to a customer or prospect, the product features based on the actual wording of the applicable annuity and riders for your state.

Some features may not be available in all jurisdictions, and certain restrictions may apply. The Sales Department can provide more detailed product information and state availability. This product is filed under policy form ACLANPOL15-XX where XX stands for the state's postal abbreviation and may not be available for sale in all states.

For producer use only:

This document is intended for producer use only and should not be disclosed to the public. The information contained in this guide is general in nature and is subject to the applicable annuity and rider language.

## IMPORTANT CONTACT INFORMATION

---

### **Home Office:**

1565 Sam Rittenberg Boulevard  
Charleston, SC 29407

### **Administrative Office:**

PO Box 27248  
Salt Lake City, UT 84127-0248

Toll-Free Telephone	844-442-3847
Business Fax	888-433-4795

### **Website:**

[acl.admin-portal.org](http://acl.admin-portal.org)

## AGENT REQUIREMENTS

Please review the following to ensure that you are current on all requirements to sell annuity products.

- E&O Coverage (minimum amounts of \$1,000,000 single occurrence and \$1,000,000 in aggregate)
- AML Training (required every two years)
- Training as required by NAIC Suitability in Annuity Transactions Model Regulation

Please visit [acl.admin-portal.org](http://acl.admin-portal.org) for more information.

## SUMMARY

The Atlantic Coast Life Insurance Company Multi-Year Guarantee Annuity is both a single premium deferred annuity and a flexible wealth accumulation vehicle. It gives the opportunity to maximize the credited interest rate at the beginning of each Rate Guarantee Period by selecting riders that meet your clients' specific financial goals.

## PRODUCT HIGHLIGHTS

Type/Market	Single Premium Deferred Annuity
Markets	Qualified or Non-Qualified
Issue Ages	0 to 90 (5, 6, 7 and 10 year guarantee period) 0 to 75 (20 year guarantee period)
Contributions Limits	\$ 5,000 to \$1 million Qualified or Non-Qualified; over \$1 million will require Home Office Approval
Guaranteed Minimum Interest Rate	The interest rate is guaranteed for the period chosen at issue. Minimum guaranteed interest rate for renewal periods is 1.0%
Market Value Adjustment (MVA)	The MVA is specified in the contract. The MVA expires at the end of each Guarantee Period and then reinstates when the annuity rolls into a new Guarantee Period.

### State Specific Instructions/Exclusions:

Florida – Death Benefit Equals Contract Rider is included on all contracts. Issue ages for 20 year guarantee period are 0 to 50.

Minnesota – No Market Value Adjustment applies on any distribution.

Missouri – No Market Value Adjustment applies on any distribution. 20 year guarantee period not available.

Texas -- 20 year guarantee period not available.

Utah -- Issue ages for 20 year guarantee period are 0 to 50.

Product or riders may not be available in all states. Terms and Conditions may vary by state.

### Important Items to Consider When Selling an Atlantic Coast Life Insurance Company Multi-Year Guarantee Annuity

1. Age used for commissions – owner (See commissions section for more details)
  - a. if joint then older of the two
  - b. if non-natural owner then age of oldest annuitant
2. Age used for maturity/issue age - annuitant
  - a. if joint then older of the two
3. Age used for calculating surrender charges – owner
  - a. if joint then older of the two
4. When there are joint owners/annuitants we assume 50%/50% ownership for tax reporting purposes

## ANNUITY PREMIUM TAXES

To date seven states have tax annuity considerations.

### States Requiring Premium Taxes

State	Qualified	Non-Qualified
California	0.50%	2.35%
Maine	0.00%	2.00%
Nevada	0.00%	3.50%
South Dakota	0.00%	1.25% on first \$500,000 0.0008% portion exceeding \$500,000
West Virginia	1.00%	1.00%
Wyoming	0.00%	1.00%

Note: Although Florida imposes a premium tax, the state grants exemption from the tax if the insurer can show that the savings from the exemption are passed on to Florida policy owners. Atlantic Coast Life Insurance Company will pass on the premium tax savings to Florida policy owners so no premium taxes will be withheld.

### Procedures - West Virginia

West Virginia Premium Taxes will be charged on a 'back-end' basis upon annuitization only.

**Atlantic Coast Life Insurance Company is not currently offering the Safe Harbor and Safe Haven annuities in California, Maine, Nevada, South Dakota or Wyoming.**

## AVAILABLE RIDERS

The following riders may ONLY be added at issue: The credited interest rate will be reduced by % as noted below

---

### DEATH BENEFIT EQUALS CONTRACT VALUE RIDER<sup>1</sup> 0.25%

---

Upon the death of the Owner, the Death Benefit will be equal to the Total Contract Value. Any Withdrawal, Surrender, or Market Value Adjustment Charges will be waived.

This Rider is subject to all the exclusions, definitions and provisions of the contract. It will terminate when the contract terminates.

---

### ACCUMULATED INTEREST WITHDRAWAL RIDER 0.05%

---

During the Surrender Charge Period, the accumulated interest may be withdrawn without any Withdrawal or Surrender Charges or Market Value Adjustment being applied. Interest withdrawals will be available starting year one and will be available monthly, quarterly, semi-annually and annually. The withdrawal amount must be \$100 or greater.

---

### PREFERRED 10% FREE WITHDRAWAL RIDER 0.15%

---

Beginning in the second contract year, during the Surrender Charge Period, we will waive any Surrender Charge and Market Value Adjustment on the first withdrawal in a contract year up to an amount that does not exceed the greater of:

1. 10% of the Contract Value as of the last Contract Anniversary date; or
2. The Required Minimum Distribution, as calculated under the Internal Revenue Code, as if this Contract was the only asset in your Traditional IRA Program.

**May be added at the beginning of each Guarantee Period.**

<sup>1</sup> Death Benefit Equals Contract Value rider is included as part of the base policy in all Florida contracts.

## APPLICATION PROCESS

Applications may be submitted by e-mail to [acl.newbusiness@insadminsolutions.com](mailto:acl.newbusiness@insadminsolutions.com). Applications not e-mailed should be sent by FedEx delivery to the address below. Please do not use regular mail.

Administrative Office  
1405 West 2200 South  
Salt Lake City, UT 84119

- The original Transfer/1035 Exchange Form is required upon submission. Send the original Transfer/1035 Exchange Form and/or check by overnight delivery to Administrative Office. After sending our Letter of Acceptance to the transferring company we will follow up every seven (7) days until funds are released.
- All applications are considered on an individual basis. Atlantic Coast Life Insurance Company reserves the right to limit or reject any application based on the suitability of each client.
- Ensuring that all applicable fields are completed will help expedite processing time.
- Delivery Receipts – we do not require delivery receipts prior to paying commissions unless (a) The commission amount owed to the writing agent on any one contract is \$15,000 or greater (b) The upline agency requires signed delivery receipts in order to pay commissions.

## POLICIES

Policies are issued daily. Atlantic Coast Life Insurance Company dates the business as of the day cash is received. Contract processing activities take two business days before the policy is sent to the agent.

If the policy is approved other than as applied for, the Agent will be notified and allowed one business day to advise us whether or not to proceed. Otherwise, the policy will be issued for and the credited interest will be adjusted accordingly.

Policies will be sent to the agent. Policies under \$200,000 are sent by FedEx 2-Day Delivery. Policies \$200,000 or more are sent by FedEx Overnight Delivery.

## CREDITING INTEREST RATE CHANGES

Once a decision has been made to change the crediting interest rates, we will notify agents via e-mail and on our website. From the time of the announcement there will be up to a two-week period before the changes take effect. However, in some cases a shorter notice period may be required. All applications signed and dated prior to the effective date must be received at the Home Office within five business days.

45 Day Hold – we will process applications for up to 45 days from the effective date of any crediting rate adjustments for all applications dated prior to the rate adjustment effective date. This hold period should be sufficient to allow for processing and any exchanges or transfers that need to take place before the contract is issued. All applications signed on or after the effective date of a rate adjustment will receive the current crediting rate. If the crediting rate increases, all applications received regardless of the date signed, will receive the higher crediting rate.

## TRUSTEE CERTIFICATION OF TRUST

If the Owner or Beneficiary is a Trust, please complete form **CERTTRUST-OT, Trustee Certification of Trust** and include a copy of the following pages from the Trust documents with the application:

- Page indicating Name of Trust
- Signature page of Trust document
- TIN (tax identification number) for the Trust
- Application must be signed with a designation after each signature
- In addition to the Trustee Certification, please complete the **72u Trust and Other Non-Natural Owner** form

## OWNER/BENEFICIARY AS A CORPORATION OR ENTITY (INCLUDING FAMILY LIMITED PARTNERSHIP)

If the Owner or Beneficiary is a Corporation/Entity, please include a copy of the following with the application:

- Certificate of Existence/Certificate of Good Standing
- TIN (tax identification number)
- Application must be signed with a designation after each signature
- In addition to the Certification of Existence/Certificate of Good Standing, please complete the **72u Trust and Other Non-Natural Owner** form
- Corporate Resolution or Bylaws

## REQUIRED MINIMUM DISTRIBUTIONS

The current year's RMD should be taken prior to transfer/rollover to Atlantic Coast Life Insurance Company. Any withdrawal taken during the first contract year should be requested via partial surrender and will result in a chargeback to the agent on the amount withdrawn. Any withdrawal taken will be subject to surrender charge and market value adjustment, unless accumulated interest withdrawal rider or preferred 10% free withdrawal rider are included and sufficient to meet withdrawal requested.

## SUITABILITY

You are **required** to complete the Suitability Questionnaire and review the Disclosure form with each applicant. Return the Suitability form to the Administrative office with the application and leave the Disclosure form with the applicant.

Suitability is based on the producer recommendation and Atlantic Coast Life Insurance Company's assessment of suitability which includes:

- Age
- Annual income
- Financial situation and needs (including funding)
- Financial experience
- Financial objectives
- Intended use of the annuity
- Financial time horizon
- Existing assets (including investment and life insurance holdings)
- Liquidity needs
- Liquid net worth
- Risk tolerance
- Tax status/Filing status

## COMMISSION

Please see your up line for your commission schedule and any details in reference to your commission payout. Below is some general information.

- Commission is based on the owner's age. If there are joint owners, it is based on the older of the two. In the case of a non-natural owner, commissions are based on the annuitant's age or oldest annuitant if there are joint annuitants.

- Commissions are paid based on the owner's age at issue and not the owner's age at the time the application is received.

For example, John Doe's birthday is April 15th. He signed an application on April 1st and is currently 80 years old. The Administrative Office received the application on April 3rd. There was a 1035 request to have funds transferred from an existing annuity. The funds were received at the Administrative Office on April 18th and the policy was issued the same day. The issue age would be 81 and the commissions in this case would be paid based on the issue age 81 and not 80.

- If a policy automatically rolls into a new guarantee period by not removing the funds within the 30 day window, then commissions are automatically paid at half the original commission without any additional paperwork from the agent.

- Commissions will be charged back if a policy is surrendered or partially surrendered within the first year.

- The charge back is pro-rated for any surrenders or partial surrenders that occur in the first year.

- If a death occurs in the first year, 50% will be charged back if the owner was older than age 80 at issue.

- There will be no commission chargeback at death if the owner was age 80 or under at issue; even if the optional Death Benefit Feature is not selected.

- We do not require delivery receipts prior to paying commissions unless:

- The amount owed to the writing agent on any one contract is \$15,000 or greater

- The upline agency requires signed delivery receipts in order to pay commissions

## AGENT ASSISTANCE

Live Assistance 8AM - 5PM CST

Pre-Sale Questions

Client Application Status

Missing Application Requirements

Agent Contract Questions/ Missing Requirements

Application Materials

844-442-3847

[acl.sales@insadminservices.com](mailto:acl.sales@insadminservices.com)

[acl.newbusiness@insadminservices.com](mailto:acl.newbusiness@insadminservices.com)

[acl.newbusiness@insadminservices.com](mailto:acl.newbusiness@insadminservices.com)

[contract@aclannuity.com](mailto:contract@aclannuity.com)

[acl.admin-portal.org](http://acl.admin-portal.org)

**The Atlantic Coast Life Insurance Company Multi-Year Guarantee Annuity is an Owner-driven contract with the following death scenarios:**

<b>Owner-driven contracts - What happens if a party to the contract dies (deferral status)</b>		
<b>Ownership arrangement</b>	<b>Who dies</b>	<b>Result</b>
Annuitant and owner are the same	Annuitant / Owner	Death benefit is paid to the beneficiary
Annuitant and owner are the same and there are joint owners and annuitants	One of the Joint Annuitants / Owners	The remaining joint owner assumes ownership or selects to receive the death benefit
Annuitant and owner are different individuals	Owner	Death benefit is paid to the beneficiary
Annuitant and owner are different individuals	Annuitant	The owner becomes the annuitant or the owner can choose to name a new annuitant
Annuitant and owner are different individuals and there is joint ownership of the policy	One of the joint owners	The remaining joint owner assumes ownership, elects a new joint owner, or selects to receive the death benefit
Annuitant and owner are different individuals and there is joint ownership of the policy	Annuitant	One of the joint owners becomes the annuitant or the joint owners can choose to name a new annuitant
Annuitant and owner are different individuals and there are joint annuitants	Owner	Death benefit is paid to the beneficiary
Annuitant and owner are different individuals and there are joint annuitants	One of the joint annuitants	The owner may continue the contract with the remaining annuitant or designate a new joint annuitant
Annuitant and owner are different and the owner is not an individual (trust, corporation, etc.)	Annuitant	Non-natural entity may elect a new annuitant. If one cannot be named, the death benefit will be paid to the beneficiary

<b>Owner-driven contracts - What happens if a party to the contract dies (payout status)</b>		
<b>Ownership arrangement</b>	<b>Who dies</b>	<b>Result</b>
Annuitant and owner are the same	Annuitant / Owner	Any remaining guaranteed payments will continue to the beneficiary
Annuitant and owner are different individuals (if not an individual the trust can't "die")	Owner	Payments will continue to the beneficiary
Annuitant and owner are different individuals or are not individuals (trusts, corporation, etc.)	Annuitant	Any remaining guaranteed payments would continue to the owner
Annuitant and owner are different individuals and there is joint ownership of the policy	One of the joint owners	The remaining joint owner's portion of the payments continue to their designated beneficiary
Annuitant and owner are different individuals and there is joint ownership of the policy	Annuitant	Any remaining guaranteed payments would continue to the owner
Annuitant and owner are different and the owner is not an individual (trust, corporation, etc.)	Annuitant	Any remaining guaranteed payments would continue to the beneficiary

Atlantic Coast Life Insurance Company has provided this information to help producers understand the ideas discussed. Any examples are hypothetical and are used only to help producers understand the concepts of this product. If an example is not presented here and you need clarification, please contact the Administrative Office for more information or further clarification. What Atlantic Coast Life Insurance Company says about legal or tax matters is its understanding of current law, but Atlantic Coast Life Insurance Company is not offering legal or tax advice. Tax laws and IRS administrative positions may change. This material is not intended to be used by any taxpayer to avoid any IRS penalty. Your clients should consult independent tax and legal professionals for advice based on their particular circumstances. The information presented in this guide should be used in conjunction with contract policy forms for each applicable state.