



## COMMISSIONS

### Contact Information—

Email: [commissions@mail.usfli.com](mailto:commissions@mail.usfli.com)

Fax: 1-513-686-2294

### Frequently Asked Questions

**Q: What is the minimum commission balance required to generate a check?**

**A:** The minimum balance required to generate a commission check is \$75.00.

**Q: Does USFL close out and pay commissions earned under \$75.00 at year end?**

**A:** No, the balance will roll over each cycle until it reaches the \$75.00 minimum.

**Q: Will a commission statement be generated for an agent that has earned less than \$75.00?**

**A:** No.

However, when a check is generated, the statement will show a “balance forward” figure for the amount carried over from the previous periods. The commission statement will show all commission transactions being paid on the current cycle, including detail for the prior activity, supporting the balance forward. This information is clearly printed in the commission detail, with the corresponding cycle date listed to the right. If the detail does not agree with your check amount, please contact our commission department, or fax the information to 513-686-2294.

**Q: When does USFL pay commission?**

**A:** The commission cycle dates are the 15<sup>th</sup> (or the business day immediately preceding the 15<sup>th</sup>) and the last business day of the month. The commission checks & statements are generated the following day and are mailed to the General Agencies within two (2) business days.

**Q: Does USFL offer direct deposit for commissions?**

**A:** No, this feature is not available at this time.

**Q: What are the policy fees for the products offered by USFL?**

**A:** There is a non-commissionable policy fee for our terms products. The breakdown of the policy fee is done so according to the premium mode, as follows:

- Annual - \$100.00
- Semi-Annual - \$52.00
- Quarterly - \$27.50
- Monthly - \$8.90

**Q: What is the standard procedure for reissuing an agent's commission check?**

**A:** Depending on the dollar amount, there may be a 30-day waiting period from the check issue date before we can place a stop payment and reissue the check. The agent's address should be verified as well, to ensure that the check was mailed to the proper address.

**Q: The website indicates that the policy was settled, however, the agent did not receive commission. What could be the problem?**

**A:** Verify the following:

§ Verify the amount of commission. (Check the premium amount of the policy; be sure to deduct the policy fee, if necessary). If the commission amount is under \$75.00, no check will be generated.

§ Verify all licensing paperwork has been submitted and received by our Licensing Department. If paperwork is missing, we will be holding the commissions until all necessary documents are received. NOTE: The licensing requirements are posted on the website.

**Q: The address on my commission check or 1099 is incorrect. How do I change my address?**

**A:** All change of address requests are to be forwarded to our Licensing Department. This information can be faxed to our Licensing Department at 513-792-8508.

**Q: The earnings information on my IRS Form 1099 is incorrect. How do I get this corrected?**

**A:** Contact our Commission Department.

**Q: Who is the primary contact for USFL agents with questions regarding commission?**

**A:** The agents should initially contact their GA with commission questions before contacting the USFL Commission Department.

**Q: There is a balance forward listed on the commission statement. Where do I find the commission detail for this figure?**

**A:** The commission detail is listed on the statement, along with the current cycle data. The commission figures are listed with a 'com date' to the right of each entry. The entries listed with a 'com date' prior to the current cycle date will provide the detail for the balance forward amount.