

## **MetLife – Broker/Agent Dealer of Record Change Process for Variable and Fixed annuities**

Effective June 23, 2014, we have adjusted our Broker of Record Change guidelines and process to support the reassignment of MetLife **Individual Fixed Annuity** in addition to the Variable Annuity business to Pruco.

The following information/forms **MUST** be submitted to Pruco Operations in order to affect a MetLife individual fixed or variable annuity Broker/Agent of Record change:

- A. Current edition of Prudential Sponsored Out brokerage Variable and Fixed Annuity Customer Information Form (CIF) Ord 99763
- B. MetLife “Request For Change of Financial Representative” form
  - a. The Agent ID number Requested on the Change of Financial Representative Form is your MetLife Agent ID number if you’re already appointed.
- C. MetLife “Appointment Form” (initially, and then subsequently as indicated by your existing state appointment(s) with MetLife, if any additional BD changes requested). You will need to be appointed by Met in each state where a change request is made. If you are not currently appointed in a given state, the following appointment information should be used when completing the appointment request:
  - a. A copy of your applicable state license(s) needs to be included
  - b. A copy of your U4 WebCRD page showing your registration to Pruco

If you already have an appointment with MET in the client’s state please note this on the Change of Financial Representative Form as new appointment forms will not be required.

Copies of the required forms can be found on the Prudential Sponsored Outbrokerage website accessed via Navigator.

**All completed forms must be submitted to Pruco Operations (COMMAND) via fax at (855) 308-4434.** Failure to route the forms through the above Pruco Operations fax number will unnecessarily delay the processing of your request and could result in disciplinary action.

**These forms should never be sent directly to MetLife, CRUMP, or Ash.**

Once the forms are good order approved the forms will be executed by the Pruco Securities, LLC (Pruco) designee, and routed to MetLife within *3 business days of receipt*. (PLEASE NOTE: It could take as long as 45 days for requests to be fully processed by MetLife and appear on Navigator as appointment processing times vary by state).

This Broker of Record change process should only be used with MetLife individual fixed and variable annuity requests at this time. It should **NOT** be used with any other Met Life product line or with requests involving products underwritten by other carriers.

Please route any questions that you may have relative to this process to [Outbrokerage@Prudential.com](mailto:Outbrokerage@Prudential.com)