

MARKET SEARCH INSURANCE SERVICES
CONFIDENTIAL PRODUCER QUESTIONNAIRE

Legal Agency Name:

Main Office Physical Address:

City: State: Zip:

Mailing Address:

City: State: Zip:

Phone Number: Fax Number:

Web Address: Main Email:

Total Number of producers: Total number of employees: Date agency established:

Agency Contact

Name: Position: Email: Extension:

Name: Position: Email: Extension:

Name: Position: Email: Extension:

Name: Position: Email: Extension:

Agency is a: Partnership Sole Proprietorship Corporation Other

Agency CA License#: Federal ID or Soc. Sec. No.:

Total Commercial Lines Premium Volume	\$	
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List Carriers with greatest premium volume	Premium	Appointment Date (Year)

List MGAs/Wholesalers with greatest premium volume	Premium	Appointment Date (Year)

Have you or anyone in your agency been sued concerning insurance related activities? If yes, please explain on a separate sheet and attach to this form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has any Error & Omission claims been made in the most recent five years against your agency, officers, partners or owners? If yes, please explain on a separate sheet and attach to this form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you, your employees, or your agency been disciplined by any State Agency or Department of Insurance? If yes, please explain on a separate sheet and attach to this form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the agency, or any shareholder, partner or principal thereof ever declare bankruptcy? If yes, please explain on a separate sheet and attach to this form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the agency had any company appointments terminated within the last 12 months? If yes, please explain on a separate sheet and attach to this form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the agency had a trust check returned by the bank for any reason? If yes, please explain on a separate sheet and attach to this form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the agency, or any shareholder, partner or principal thereof ever been convicted of a felony? If yes, please explain on a separate sheet and attach to this form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the agency, or any shareholder, partner or principal thereof ever been refused and insurance license in any state? If yes, please explain on a separate sheet and attach to this form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any other business activity agency may engage in? If yes, please list activity	<input type="checkbox"/> Yes	<input type="checkbox"/> No

REMARKS:

It is agreed that the statements on this application or any material submitted herewith are true and accurate representation of the applicant and they shall be deemed material to the acceptance of risk(s) from the brokerage by MARKET SEARCH INURANCE SERVICES and acceptance is done in reliance upon the truth of said representation.

Name (Please print):

Title: Date:

(Owner or Officer or Partner)

Signature:

PLEASE COMPLETE AND SIGN THIS FORM AND FAX OR EMAIL IT TO US TOGETHER WITH
COMPLETED AND SIGNED W-9 FORM (ATTACHED)
COPY OF YOUR INSURANCE LICENSE
COPY OF YOUR ERRORS AND OMISSIONS INSURANCE DECLARATION PAGE
SIGNED BROKERAGE AGREEMENT (ATTACHED)

PLEASE FAX THE COMPLETED AND SIGNED DOCUMENTS TO: 1-866-313-9739
OR EMAIL THEM TO: marketing@marketsearchinsurance.com

ONCE PROCESSED, A COUNTERSIGNED BROKERAGE AGREEMENT WILL BE SENT TO YOU.

BROKER AGREEMENT

This Broker "Agreement" is made and entered into between MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES AND

"BROKER": _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

With regard to the following facts:

A. Broker desires to procure from time to time, for its clients, insurance coverages through the facilities of MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES; and B. MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES desires to make its facilities available to Broker during the term of this Agreement and on terms and conditions set forth in this Agreement. Now, therefore, the parties hereto agree as follows:

A. Limited Authority

1 - The Broker acknowledges that: (i) Broker has read; (ii) understands; (iii) agrees to the limitations contained in this Agreement and that no insurance submitted for consideration is effective until accepted by MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES under the terms and conditions of this Agreement.

2 - Broker shall have no authority to issue a binder or certificate in the name of MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES or any "Company(s)" represented by MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES without the express advance written authorization of MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES for the issuance of any binder. Any attempt to issue an unauthorized binder or certificate by Broker is grounds for immediate termination of this Agreement by MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES.

3 - In the event an unauthorized binder or certificate is issued by the Broker, and MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES and/or Company suffers any claim, loss, cost, expense (including actual attorney fees and the cost of litigation, investigation, expert witness testimony, and appeal), damages, judgments, settlements, fines, or penalties (collectively referred to in this Agreement as "Losses"), Broker shall indemnify, hold harmless and defend MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES (with counsel selected by MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES) and/or the Company against any and all Losses.

4 - Except as expressly provided herein, Broker is not hereby receiving any rights or authority with respect to MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES nor any of the Companies.

B. Commissions

1 - MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES will pay commissions at such rates as are agreed to in writing from time to time by the parties hereto.

2 - In the event of return premium becoming due for any reason whatsoever, Broker shall refund unearned commission to MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES or to premium finance companies at the same rate at which commission was originally allowed.

3 - It is agreed there will be no commission paid on any policy fees assessed to policy. The policy fee will be fully earned and therefore will not be subject to rebate or proration on policy cancellation.

C. Payment of Premium

1 - Broker must submit with a fully written completed application, twenty-five percent (25%) of the premium quoted. Broker agrees to pay MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES the balance no later than twenty (20) days after the effective date of the policy. If the payment is not received within said twenty (20) days, the policy is subject to cancellation.

2 - Broker specifically agrees that any extension of credit by the Broker to or on behalf of an insured or to any other person is solely at Broker's own risk and Broker has no authority to extend credit or terms on behalf of MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES. Broker shall pay MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES all earned premiums due whether or not Broker has been paid by the insured.

3 - The Broker will be responsible for payment of any additional premiums caused or resulting from audits or endorsements. These additional premiums shall be paid to MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES within thirty (30) days after date of invoice. Broker recognizes that in agreeing to pay MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES, Broker does so as an original undertaking on its own part, and not as guarantor or surety of another's litigation.

4 - Broker shall be responsible for the diligent collection of any additional premiums that are determined to be owed pursuant to any mid-term and/or final audits. If the Broker is not able to collect such additional premiums, the Broker agrees to return to MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES the invoiced premiums for direct collection within the time period specified in audit correspondence. Once the premium is returned for direct collection all commissions paid are forfeited.

D. Term

1 - The term of this Agreement shall commence on the date inserted in the last paragraph of this Agreement and shall continue thereafter unless terminated pursuant to the provisions of Paragraph D-2 below. In the event that neither Broker nor MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES gives the notice set forth in Paragraph D-2, this Agreement shall remain continuous.

2 - Termination of Agreement. This Agreement shall terminate and be of no further force or effect:

2.1 Upon the filing by or against Broker of a bankruptcy proceeding.

2.2 The failure of Broker or MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES to cure any default hereunder within ten (10) days following written demand of the other.

2.3 At any time with or without cause and without penalty by either of the parties hereto by giving thirty (30) days written notice to the other at the address shown in this Agreement.

E. Cancellation of policies

1 - No policy, binder or cover note will be cancelled flat as MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES shall be entitled to retain the full policy fee and minimum earned premium.

2 - Notwithstanding the return of an original policy for cancellation, or cancellation by a premium finance company, cancellation will not be effective until sufficient time has elapsed for proper notice to mortgagees, loss payees, certificate holders, public regulatory bodies, etc. in cases where such notice is required.

3 - If the cancellation is requested by the named insured, the return premium shall be computed on a standard short rate table and subject to the minimum earned premium.

4 - If cancellation is requested by the finance company, the return premium shall be computed on a standard short rate table unless regulations of the state require a pro rata. Cancellations are subject to the minimum earned premium.

5 - If the cancellation is requested by MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES or by the carrier for underwriting reasons or non-payment, the return premium shall be computed on a pro rata basis. Minimum earned premiums may apply.

F. Notice of Expiration and Renewal Requests

1 - The insured will receive sixty (60) days notice of expiration and offer to renew or non-renew, of all policies written with admitted carriers and procured through the underwriting facilities of MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES.

2 - Broker agrees that it is the Broker's responsibility to properly notify the policyholder of the expiration date of any and all policies written with a non-admitted carrier through the underwriting facilities of MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES.

3 - MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES will renew policies only upon written request of the Broker together with twenty-five percent (25%) of the premium.

4 - Broker shall indemnify, defend with counsel selected by MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES, and hold harmless MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES and any Company(s) from any and all Losses arising out of Broker's failure to notify the insured of policy cancellation or expiration.

G. Premiums Held in Trust

1 - All premiums received by Broker shall be held in trust for MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES as Trustee for the insurance carrier(s) until delivered to MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES. The privilege of retaining commission out of such premiums, the keeping of accounts by Broker or MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES on their respective books as a creditor or debtor or the alteration in compensation rate, failure to enforce prompt remittance, or

entry into a compromise or settlement or declaration of balance due, shall not change nor be held to waive assertion of such trust relationships.

2 - Broker is granted permission to use interest bearing trust accounts for deposit of trust funds with federally insured banks or savings and loan associations.

H. Ownership

1 - Both parties to this Agreement expressly recognize the independent ownership by the Broker of the insurance business covered by this Agreement. In the event of cancellation of this Agreement for violation of its terms, MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES waives and relinquishes all rights or claims to subsequent renewals.

I. Independent Contractor

1- Nothing herein is intended or shall be deemed to constitute the Broker as an employee, agent, or representative of MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES or the Company(s).

2 - The Broker expressly agrees that Broker and its employees and sub-producers who may solicit applications for insurance cannot make any representations which are not explicitly set forth in the policies. The Broker will indemnify, defend with counsel selected by MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES, and hold harmless MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES against any and all Losses which result from, or arise out of, any such unauthorized representations.

J. Limitations of Broker

1- Broker has no authority to investigate or settle claims but must notify MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES immediately in writing upon receipt of a claim. The Broker agrees to have proper certification and follow the claims regulations and procedures set forth by the "State" or any other jurisdiction in which the broker may be operating (defined in Paragraph K 1 below).

2 - Notice to Broker of change in risk does not constitute notice to MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES of the Company(s). Upon receipt of any such notice from an insured, or upon Broker otherwise learning of a change in risk, Broker must immediately notify MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES in writing.

3. - Broker shall not assign, transfer, or convey any interest in this Agreement.

4 - Any change in ownership of Broker shall give MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES the option of cancellation of Agreement.

K. Broker's Warranty

1 - Broker warrants that he/she/it is properly licensed as a Fire and Casualty Broker in all States of the United States and any other jurisdiction in which it acts pursuant to this Agreement. Should the Broker's license lapse in any such State or jurisdiction or be revoked for any reason, the Broker shall immediately give written notice to MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES and shall be cause for termination by MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES of this Agreement.

L. Guarantee

1- In the event the Broker under this Agreement is a corporation, it is further understood and agreed that the individual stockholders of the corporation hereby unconditionally guarantee the full and timely performance of all obligations of Broker under this Agreement and any supplement, amendment, extensions or renewals thereof which shall be binding upon them severally and jointly in the same manner as upon the corporation named as Broker. The undersigned shareholders waive all rights and defenses available to a guarantor under the laws of the State, including (i) the requirement that a recovery be sought first against a principal obligor; (ii) raising any statute of limitations defenses available to Broker; (iii) absolving shareholders from liability due to any change in any of the terms or conditions in this Agreement or Broker's obligations hereunder; (iv) bankruptcy of Broker; (v) revoking a continuing guarantee. All notices hereunder to Broker shall be deemed automatically given to shareholders.

M. Collection Costs

1- Should a dispute arise under this Agreement, the prevailing party shall be awarded actual attorney fees and costs of litigation, investigation, expert witness testimony and appeal.

N. Notices

1- Any and all notices, demands or other communications required or desired to be given hereunder by any party shall be in writing and shall be validly given or made to another party if served either personally, by facsimile transmission, deposited in the United States mail, certified or registered, postage prepaid, or deposited with an overnight courier (e.g. Federal Express, UPS, etc.). If such notice, demand or other communication be served personally, service shall be conclusively deemed made at the time of such personal service or refusal to accept service. If such notice, demand or other communication be served by facsimile transmission, receipt shall conclusively be deemed to have occurred on the first business day following the date of transmission to the facsimile number, if any, following each party's signature to this Agreement. If such notice, demand or other communication be given by mail, such shall conclusively be deemed given three (3) business days after the deposit thereof in the United States mail addressed to the party to whom such notice, demand or other communication is to be given at the address following each party's signature hereto. If such notice, demand or other communication is given by overnight courier; such shall conclusively be deemed given on the next business day following delivery to the overnight courier. Any party hereto may change its address or facsimile number for the purpose of receiving notices, demands and other communications as herein provided by a written notice given in the manner aforesaid to the other party or parties hereto.

O. Prior Agreements

1- All former contracts, agreements or underwriting, whether written or oral, between the parties hereto relating to the business covered herein, if any, are hereby cancelled and superseded in their entirety by this Agreement.

P. Investigation

1 - It is understood that as a part of MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES's procedure, inquiries may be made of Broker which will provide applicable information concerning character, general reputation and personal characteristics and Broker hereby consents to such investigation. Upon written request by Broker, additional information as to the nature and scope of the report, if one is made, will be provided to Broker.

Q. E&O Insurance

1- Broker acknowledges and agrees that from and after the date hereof through and including the expiration or termination of this Agreement, Broker shall maintain, at Broker's sole expense, an Errors and Omissions Liability Policy of insurance with an insurance carrier reasonably acceptable to MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES, in an amount of not less than One Million Dollars (\$1,000,000).

2 - Broker shall provide to MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES a certificate of insurance which evidences the above referenced coverages within five (5) days following execution of this Agreement. Failure to provide such certificate shall, at MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES's option, result in the immediate termination of this Agreement, except for any obligations that may have accrued up to the effective date of termination.

This Agreement is effective as of the _____ day of _____, 20_____.

Signature of Broker _____ **Date** _____

Printed Name _____ **Title** _____

MARKET SEARCH DIRECTORIES, INC. DBA: MARKET SEARCH INSURANCE SERVICES

Signature _____ **Date** _____

Printed Name _____ **Title** _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	
	Requester's name and address (optional)	
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

or

Employer identification number									

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.