



## Instructions for running the Variable Annuity Morningstar Report, VA Acknowledgement, & Checklist

Open the internet; go to [Trustmontgroup.com](http://Trustmontgroup.com), Click on “Registered Reps and Advisors Login”

Username: firstinitiallastname

Password: last 4 of your social

Click on “Forms Library”, then on “Variable Annuity”, click link “AI Report (MorningStar), VA Acknowledgement, Checklist”

You will need to complete **both** the “Analyze Expenses” and “Suitability Form”

The screenshot displays the MorningstarAnnuityIntelligence web application. The top navigation bar includes 'Screener' and 'Resources' tabs. Below this, there are 'Contracts' and 'Lifetime Income Benefits' sections. The main area is titled 'Search Contracts' and features a 'Quick Search' input field and a 'Filter Contracts' sidebar. The sidebar includes filters for 'Basics' (Tiers, Issuer, Status, State, AM Best Rating, Bonus Credit, Share Class, Base Contract Expense, Market) and 'Benefits' (Living Benefits, Death Benefits). The 'Select Action' menu is prominently displayed, with 'Analyze Expenses' and 'Suitability Form' buttons highlighted by red arrows. Below the menu is a table of 132 contracts with the following columns: Contract Name, Carrier Name, Share Class, Contract Status, Tier Name, A.M. Best Rating, Base Contract Expense (%), Contract Type, Min Purchase (Non-Qual), Min Purchase (Qual), Min Issue Age, Max Issue Age, GMB, and GLW. The table lists various contract types such as 'Polaris Platinum III B', 'Polaris Preferred Solution B', 'Polaris Preferred Solution L', 'Polaris Retirement Protector', 'Polaris Platinum III B NY', 'Polaris Preferred Solution B NY', 'Polaris Preferred Solution L NY', 'Polaris Retirement Protector NY', 'Vision B NY', 'Vision X NY', 'Connections B', 'Vision B', 'Vision X', 'Access100', 'ContributorPlus', 'Flex(b)', and 'Transition20'. At the bottom of the page, there is a copyright notice for 2018 Morningstar, Inc.

### Procedure for running “Analyze Expenses”:

Click “Analyze Expenses”

A separate window will open:

- Click Yes or No, if this contract will replace an existing contract
- Search for desired CURRENT or EXISTING product depending on answer above
- Enter current account value
- Enter surrender charge
- Click “select benefits”, click each benefit, add rider information if applicable
- Choose either: Use average subaccount fee or select specific subaccounts (must add up to 100%)
- Add Proposed Contract Information (Will be new annuity in an exchange) - if comparing two products
- Enter amount from existing contract & additional investment amount

- Click “select benefits”, click each benefit, add rider information if applicable
- Choose either: Use average subaccount fee or select specific subaccounts (must add up to 100%)
- Select the Sub Accounts the funds are to be invested in—must equal 100%--or click the “Use Average Subaccount Expense”
- Click “view print options”
- Enter Report Title as the New Annuity Name
- Enter Client Name
- Enter Your Name as “prepared by”
- Enter Date –can either be date report was run, or date of meeting with client
- Enter Years to illustrate - either number of years in surrender period or 7
- Growth Rate - enter 4-5%
- Click “generate report”
- **Please note: there is a client signature section on the last page of this report**

### Procedure for running the “Suitability Form”:

Click “Suitability Form”

A separate window will open

- Fill in existing contract information or checkmark “no existing contract”
- Fill in proposed contract information
- Click “submit”
- This first document is the “Checklist”, enter the clients last name, first name, and your name
  - o Please note: Top section of this document is a checklist of all potential documents you may need
- Click “next page”
- If you have an existing contract, fill in the below boxes:
  - o Existing Contract Value
  - o Guaranteed Living Benefit
  - o Guaranteed Death Benefit
  - o Upon Liquidation of my existing contract...
  - o If there is a return of premium credit....
- In the “New Contract” Column fill in the below boxes:
  - o Amount to be invested in the new contract
  - o Guaranteed Living Benefit
  - o Guaranteed Death Benefit
- **Please note: at the bottom of this page, the client(s) must initial**
- Click “next page”
- This second document is the “Client Acknowledgement VA Form”
- Fill in Registration ie: John Smith Prudential Ira
- Check mark qualified or non-qualified
- Check mark all sources of funds
- Complete all questions 1-17
  - o Question 14 may be answered N/A if no existing contract exists
  - o Question 17 may be answered N/A if L shares are not being purchased
- Statement of Reasoning: Please be as specific as possible and provide as much detail as you can. If you need more space, please add another sheet.
- Click “next page”
- **This is the signature section, please have all appropriate parties sign**
  - o If you are selling L shares, have client(s) initial, if not, please leave blank
- Click “generate pdf”