

# Policy Analysis Report

## Required Information and General Process

Our Policy Analysis Report will provide a detailed review and analysis of a client's existing life insurance portfolio. In order to complete this audit and analysis we require the following information and provide the following tools to help facilitate the process.

### Required Information

1. Complete the Proper Questionnaire – This allows Element Insurance Partners to fully understand the objectives and goals of the coverage to ensure the current policy as well as alternatives are a good fit. There are 3 questionnaires provided and EIP requires only one questionnaire be completed dependent on how the current policy is owned. (Personally, Trust Owned and Business Owned)
2. Complete the In-Force Authorization Form – This allows Element Insurance Partners to order and obtain current policy data and in-force illustrations from the current carrier(s). Our general authorization form is provided but please be aware a small number of carriers require their own carrier specific authorization form be signed.

### Process

1. Complete the proper Questionnaire and In-Force Authorization forms – Advisor sends to Element Insurance Partners. EIP will review and reach out with any questions. (1-2 business days)
2. Element Insurance Partners will order the current policy data and in-force illustrations from the current carrier – EIP will notify the advisor of the expected turnaround time to receive the illustrations so proper expectations can be set. (Carriers can take anywhere from 2 days to 45 days to send out information).
3. Discussion between advisor and Element Insurance Partners - Review information received from current carrier and review the coverage goals to ensure the analysis report is aligned with client's objectives. (1-2 business days)
4. Policy Analysis Report is completed – Report is delivered to advisor for review and Element Insurance Partners will reach out to Advisor to review in detail and answer any questions. (5 business days)
5. Present findings to the Client – Element Insurance Partners is available to help in presentation to clients via phone, WebEx or in person (if appropriate).

Total average timeline = 21 business days

