



**BRANCH ADDITION FORM**

Account Executive: \_\_\_\_\_

**BRANCH INFORMATION**

Branch Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Branch Address: \_\_\_\_\_

Mailing Address (if Different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Branch Contact Name & Title: \_\_\_\_\_

**\*THIS BRANCH APPLICATION SUBJECT TO APPROVAL FROM YOUR CORPORATE OFFICE\***

**CORPORATE INFORMATION**

Company Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Corporate Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**LICENSING INFORMATION**

Important: Please provide a copy of all current licenses and Agency Approval Letters, as required by law, for all locations where you do business.

**COMPANY PRINCIPAL INFORMATION**

Note: Please list all owners and percent of ownership for your company.

Owner/Name	Title	Phone	%Ownership
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Main Contact Person \_\_\_\_\_

Branch Manager Name (Please Print) \_\_\_\_\_

Branch Manager Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_