



POST OFFICE BOX 3125 • SYRACUSE, NEW YORK 13220-3125

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

General Agent Number: \_\_\_\_\_

General Agent Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

General Agent Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Record of New Business

For optimum service on new business:

- ❶ List only new business applications.
- ❷ Include new business under this GA only.
- ❸ Use a separate check for new business. Do not include any other type remittance in the same check.

No	Salesperson		Policy Form	Applicant Name	Premium Mode	Amount Collected		
	Agent Name	Agent Number				Premium	Commissionable Premium	Total
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
<b>Totals</b>								

**IMPORTANT:** Show total amount remitted \$ \_\_\_\_\_