



How to Use Agency Sweep

Agent Center: Licensing

About Agency Sweep

Agency Sweep is a functionality that allows Nationwide to withdraw, or “sweep,” member cash, check, and money order payments from the Agency bank account.

Preparing an Agency Sweep account prior to working with members makes **down payment** and **policy payment processing** more flexible for everyone.

The agent’s role and responsibility in holding an Agency Sweep account include:

- **Collecting cash, check, or money order premiums** from members for transfers to your agency account.
- **Maintaining a cash balance in your agency account** that allows Agency Sweep deductions to apply payments for new business and existing business.
- **Depositing member cash, check, or money order payments** into your agency business account.

How does Agency Sweep work?

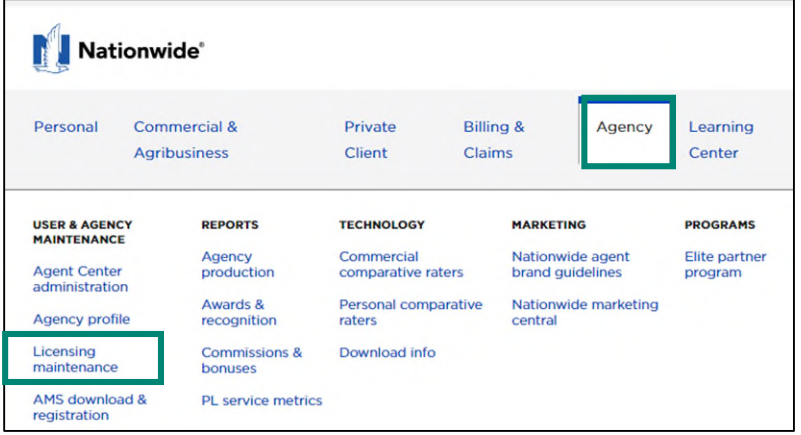
- When you select Agency Sweep as a payment option, member policy premiums are **automatically deducted** from your Agency Sweep account.
- Your **Agency Sweep account** is set up to **send payments to Nationwide** as a money transfer service that debits your agency account.
- **Please note:** Payments may be swept from your agency account **prior** to your agency depositing member payments into the agency account.
- Be sure to deposit member cash, check, or money order payments into your agency account **as quickly as possible** to avoid overdrafts.

Agency Sweep payment notes;

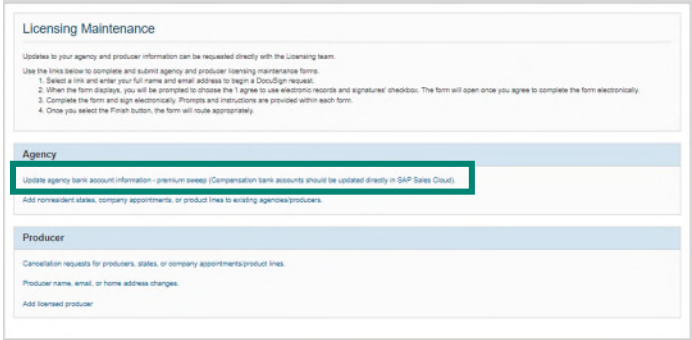
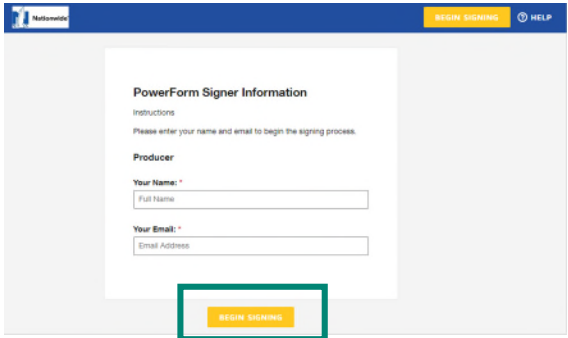
- Agency Sweep payments are **processed daily after 9 PM Eastern**.
- Amounts are withdrawn from agency banking account **two (2) business days** from payment submittal date.
- Agency Sweep payments **can only be deleted on the date submitted**, prior to processing time.

To Secure an Agency Sweep Account for your agency:

Step 1

Action	Screen
Within Agent Center, choose the Agency tab and select Licensing maintenance .	

Step 2 and 3

Action	Screen
<p>Within the Producer section, select Update agency bank account information.</p> <p>The agency user will fill out the PowerForm Signer Information and click Begin Signing button.</p> <div data-bbox="55 1619 112 1682" style="border: 2px solid green; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 10px;">!</div> <div data-bbox="141 1572 574 1764" style="border: 1px solid black; padding: 10px; margin: 10px;"> <p>This form is for Premium Sweep accounts only. Any updates for the Compensation bank account (for commissions, etc.) need to be done through the Commission SAP Sales Cloud website.</p> </div>	 

Add a New Producer

Part 1: Agent Actions

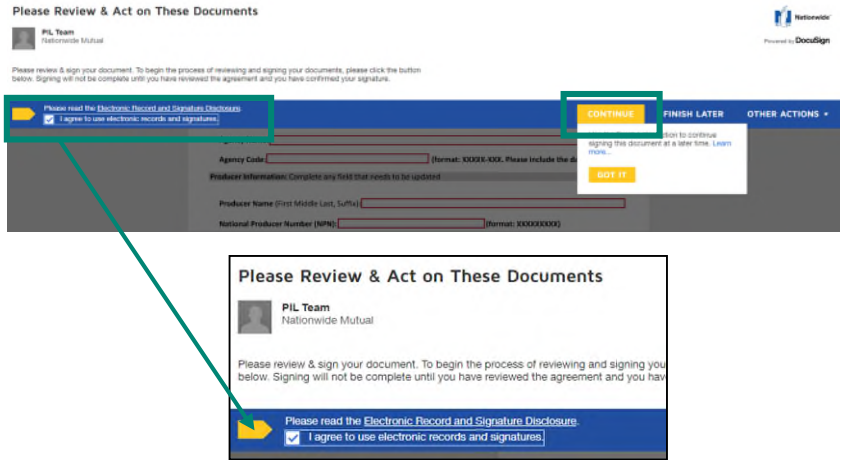
Step 4

Action

Read the **Electronic Record and Signature Disclosure** and click “I agree to use electronic records and signatures.”

Click **Continue**.

Screen



Step 5 and 6

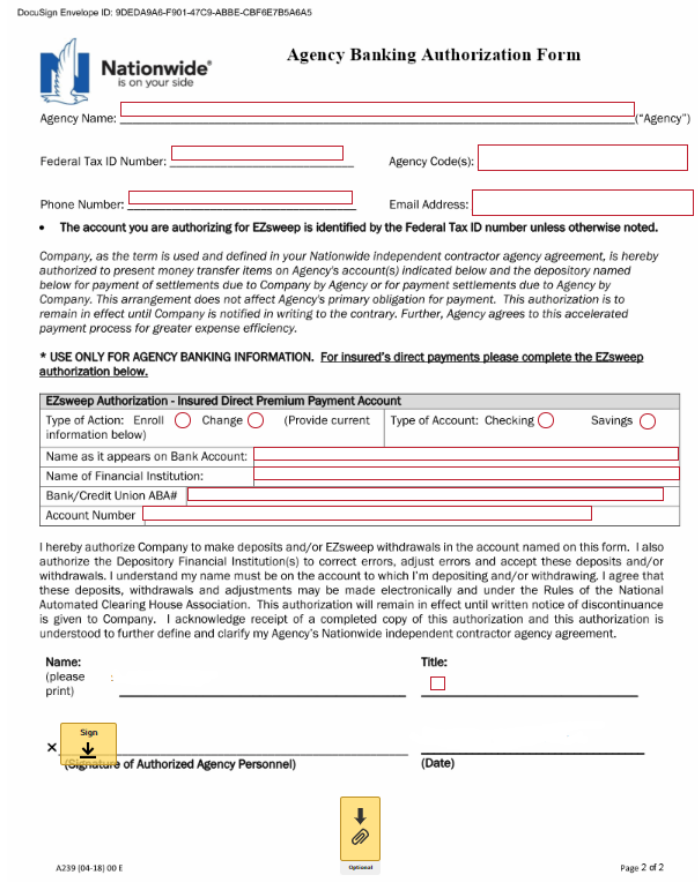
On the DocuSign site, complete the Agency Banking Authorization Form fields and be sure to select the Change box.

You will need:

- Name as it appears on the Bank Account
- Name of Financial Institution
- Bank/Credit Union ABA#
- Account Number

Copy of a voided check (optional)

Screen



Electronically sign the application by clicking the Sign button. Attach a voided deposit slip or voided check (optional).

Click **Finish**.



Add a New Producer

Part 1: Agent Actions



Step 7 Optional

Action	Screen
<p>If updates for Compensation bank accounts need to be done, they must be done through the Commission SAP Sales Cloud website.</p> <p>The link to that site is for Admins only and can be found in Agency>Reports>Commissions and Bonuses. (If you are not an Admin you will not see this in the Agency dropdown.)</p>	<p>The screenshot shows the Nationwide logo at the top. Below it is a navigation bar with links: Personal, Commercial & Agribusiness, Private Client, Billing & Claims, Agency (highlighted with a green box), and Learning Center. Below the navigation bar is a grid of links organized into five columns: USER & AGENCY MAINTENANCE, REPORTS, TECHNOLOGY, MARKETING, and PROGRAMS. In the REPORTS column, the 'Commissions & bonuses' link is highlighted with a green box.</p>

By accepting a copy of these materials:

- (1) I agree that I am either: (a) an employee or Contractor working for Nationwide Mutual Insurance Company or one of its affiliates or subsidiaries ("Nationwide"); or (b) an Independent Sales Agent who has a contract and valid appointment with Nationwide; or (c) an employee of or an independent contractor retained by an Independent Sales Agent; or (d) an Independent Adjuster who has a contract with Nationwide; or (e) an employee of or an independent contractor retained by an Independent Adjuster.
- (2) I agree that the information contained in this training presentation is confidential and proprietary to Nationwide and may not be disclosed or provided to third parties without Nationwide's prior written consent.
- (3) I acknowledge that: (i) certain information contained in this training presentation may be applicable to licensed individuals only and access to this information should not be construed as permission to perform any functions that would require a license; and (ii) I am responsible for acting in accordance with all applicable laws and regulations.
- (4) I agree that I will return or destroy any material provided to me during this training, including any copies of such training material, when or if any of the following circumstances apply: (a) my Independent Sales Agent agreement with Nationwide is cancelled or I no longer hold any appointments with Nationwide; (b) my employment with or contract with a Nationwide Independent Sales Agent is terminated; (c) my Independent Adjuster contract with Nationwide is terminated; (d) my employment with or contract with a Nationwide Independent Adjuster is terminated; or (e) my employment or contract with Nationwide is terminated for any reason.