# How to Make Changes in Agency Sweep Account



Step 1							
Action	Screen						
Within Agent Center, choose the <b>Agency</b> tab and select <b>Licensing maintenance.</b>							
	Personal     Commercial &     Private     Billing &     Agency     Learning       Agribusiness     Client     Claims     Center						
	USER & AGENCY MAINTENANCEREPORTSTECHNOLOGYMARKETINGPROGRAMSAgency administration administrationAgency 						
Step 2 and 3							
Action	Screen						
Within the Agency section, select <b>Update</b> agency bank account information.	Licensing Maintenance Unders to not spenny and producer information can be requested develop with the Licensing basis. Unders to how shows to develop and a spenny and producer strenger produces reases. See a risk we that the midiary pays for the same spenny and producer strenger produces reases. See a risk we that the midiary pays to the same spenny and produce strenger produces reases. Compares before many and producer to formation and and the shows in Dodder strenger to and spenner and one produce strenger produce and spenny and produces and the produce strenger to and spenner and one produce str						
The agency admin will fill out the <b>PowerForm</b> Signer Information and click Begin Signing button. 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.	Vor there      V						

## How to Make Changes in Agency Sweep Account Agent Center: Licensing



#### Step 4 Action Screen Read the Electronic Record and Signature Disclosure and click "I agree to use Please Review & Act on These Documents Ľl-PIL Team Nationwide Mutual electronic records and signatures." Pease review & sign your document. To begin the process of reviewing and signing your documents, please click the buttor below. Signing will not be complete until you have reviewed the agreement and you have confirmed your signature. Click Continue. Please Review & Act on These Documents PIL Team Nationwide Mutual # & sign your document. To begin the process of reviewing and signing yo ng will not be complete until you have reviewed the agreement and you have Please read the Electronic Record and Signature Disclosure Step 5 Screen On the DocuSign site, complete the Agency D 9DEDA946\_E901\_47C9\_ABBE\_CBE6E7B54664 Banking Authorization Form fields and be **Agency Banking Authorization Form** sure to select the Change box. Nationwide<sup>®</sup> Agency Name ("Agency") You will need: Name as it appears on the Bank Account Federal Tax ID Number: Agency Code(s): Name of Financial Institution Phone Number: Email Address: Bank/Credit Union ABA# The account you are authorizing for EZsweep is identified by the Federal Tax ID number unless otherwise noted. Account Number Company, as the term is used and defined in your Nationwide independent contractor agency agreement, is hereby Company, as the term is used and defined in your Nationwide independent contractor agency agreement, is he authorized to present money transfer items on Agency's account(s) indicated below and the depository named below for payment of settlements due to Company by Agency or for payment settlements due to Agency by Company. This arrangement does not affect Agency's primary obligation for payment. This authorization is to remain in effect until Company is notified in writing to the contrary. Further, Agency agrees to this accelerated payment process for greater expense efficiency. Copy of a voided check (optional) \* USE ONLY FOR AGENCY BANKING INFORMATION. For insured's direct payments please complete the EZsweep EZsweep Authorization - Insured Direct Premium Payment Account Type of Action: Enroll O Change O (Provide current Type of Account: Checking O information below) Savings 🔘 Name as it appears on Bank Account: Name of Financial Institution: Bank/Credit Union ABA# Account Number I hereby authorize Company to make deposits and/or EZsweep withdrawais in the account named on this form. I also authorize the Depository Financial Institution(s) to correct errors, adjust errors and accept these deposits and/or withdrawais. I understand my name must be on the account to which I'm depositing and/or withdrawing. I agree that these deposits, withdrawais and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. This authorization will remain in effect until written notice of discontinuance is given to Company. I acknowledge receipt of a completed copy of this authorization and this authorization is understood to further define and clarify my Agency's Nationwide independent contractor agency agreement. Title: Name (pleas print) (Date) of Authorized Agency Personnel) 1 Ì Electronically sign the application by clicking A239 (04-18) 00 E Page 2 of 2 the Sign button. Attach a voided deposit slip or voided check (optional). EZ\_Sweep Only - July 2020.docx 2 of 2 Click Finish.

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### **Step 7 Optional**

Action	Screen					
If updates for Compensation bank accounts need to be done, they must be done through the Commission SAP Sales Cloud website.	Nationwide					
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.)	Personal Commercial & Agribusiness		Private Bill Client Cla	ing & Agency ims	Learning Center	
	USER & AGENCY MAINTENANCE Agent Center administration Agency profile Licensing maintenance AMS download & registration	REPORTS Agency production Awards & recognition Commissions & bonuses PL service metrics	TECHNOLOGY Commercial comparative raters Personal comparative raters Download info	MARKETING Nationwide agent brand guidelines Nationwide marketing central	PROGRAMS Elite partner program	

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 and valid appointment with Nationwide; or (e) an employee of or an independent and valid appointment with Nationwide; or (e) an employee of or an independent and valid appointment with Nationwide; or (e) an employee of or an independent and valid appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (e) an employee of or an independent appointment with Nationwide; or (

(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.

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