

## MEDICAL MUTUAL OF OHIO

- **Writing Producer Agreement**  
An agreement between our firm and the entity requesting appointment, be it an individual or an agency. An agency principal or the writing agent, if individual, should complete the left side of page 2 and our firm information placed in the AGENCY space on the right.
- **IRS W-9 Form**  
Should match the WPA in that the payee is consistent between them. As with the WPA, an agency principal should sign if commissions are to be paid to an agency.
- **Ohio Producer Agreement**  
The agreement between the entity requesting appointment and MMO.  
  
If the requester is an agent, his or her name is listed on page 1, a signature provided on page 10 and the payee address and taxpayer number/social security number is provided on page 11.  
  
If the requester is an agency, the agency name goes on page 1, an agency principal signs on page 10 and the agency address and taxpayer number are listed on page 11. ADDITIONALLY, each producer authorized to represent the firm should be listed at the bottom of page 11, along with his or her social security number.
- **Licenses**  
Copies of Ohio licenses are required for each individual requesting appointment, be it as an individual or through an agency. An agency license is also required. Copies of passing tests or printouts of their ODI record are not acceptable substitutes.