



## AUTHORIZATION FORM

If you are not currently authorized to sell WAHIT and NWtech and would like to be, please mail, email or fax the following:

1. Your State of Washington agent/agency, broker/brokerage or producer license. You will be authorized under the exact name represented on this license.
2. Proof of Errors and Omissions Insurance coverage. The minimum liability limit must be \$1,000,000 per claim.
3. Completed W-9 form, Taxpayer Identification Number and Certification. The W-9 will validate the address to which commission payments are mailed. For payments to go to a PO Box, we must validate the PO Box and a street address as well (See #4 below).
4. In order to remit commission payments, WAHIT is required to **validate** your physical street address **either via Dun & Bradstreet or an Internet website**.
5. Authorizations are subject to approval. Those that are out of state will require a copy of your Washington State non-resident agent/agency or producer license.

Upon approval, WAHIT will e-mail the Producing Agent Agreement and a Web Use Agreement that must also be signed and returned to WAHIT. WAHIT will send a welcome packet when the Authorization is finalized.

**WAHIT Authorization**  
**PO Box 21408**  
**Seattle, WA 98111-3408**  
**Fax: 206-214-3890**  
**Email: [WAHIT.Admin@Mercer.com](mailto:WAHIT.Admin@Mercer.com)**  
**Phone: 206-214-3659**

LICENSEE INFORMATION (* = Required Field)							
Name of Authorized Licensee (Broker/Brokerage, Agent/Agency or Producer), as it appears on the submitted Washington State License:				*			
Street Address	*	City	*	State	*	Zip	*
Mailing Address		City		State		Zip	
Phone	*	Fax	*	Email			

CONTACT INFORMATION: Please list all contacts at your firm that will be doing business with WAHIT/NWtech					
Primary Contact Name	*	Phone	*	Email	*
Name		Phone		Email	
Name		Phone		Email	
Name		Phone		Email	
Name		Phone		Email	
Name		Phone		Email	