





Accounting Drawer Primary Indexes <ul style="list-style-type: none"> • Payee Code • Payee Name 	Secondary Indexes/Attributes	File Marks  Carrier  Intermediary
<ul style="list-style-type: none"> Accounting <ul style="list-style-type: none"> Payee Management <ul style="list-style-type: none"> File (Payee code, Payee Name) <ul style="list-style-type: none"> New Mail <ul style="list-style-type: none"> New Mail Contract File - Payee <ul style="list-style-type: none"> Contract - Payee (repeatable) <ul style="list-style-type: none"> Contract Review Form - Payee Correspondence - Payee Contract - Payee Licenses - Payee <ul style="list-style-type: none"> License - Payee Correspondence - Payee E&O & Fidelity - Payee <ul style="list-style-type: none"> Certificate - Payee Correspondence - Payee Trust Letters - Payee <ul style="list-style-type: none"> Correspondence – Payee Code Maintenance – Payee <ul style="list-style-type: none"> Year <ul style="list-style-type: none"> Commission Change Request – Payee Payee Request - Payee 		

Legend:



–Location



–Drawer



–File Type



–File



–Folder



–Document

* Secured

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