

Processing Procedures

1. **New Applications**, Checks, New Account Forms and for any products purchased:

Mail directly to the Home Office for timely processing to:

Fortune Financial Services, Inc.
1010 Third Avenue (overnight mail)
P.O. Box 296 (regular mail)
New Brighton, PA 15066

NOTE: Please remember all applications sent to the New Brighton Home Office must be accompanied with a New Account Suitability Form.

2. **Account Transfer/Change of B-D Forms** are to be mailed, faxed or emailed to your O.S.J. Office for processing:

Your O.S.J. Office
<p>Garry C. Engelmann 127 South 5th Street The Atrium, Suite 120 Quakertown, PA 18951 (215) 529-0495 (Office) gce@fortunefinancialservices.com (215) 529-0496 (Fax)</p>

3. **Office Ledger Forms MUST** be completed monthly with or without activity, by every Representative, per FINRA Compliance, and mailed, faxed or emailed to your O.S.J. Office.

Here is a handy reference guide to clip and tape to your PC for questions on the following:

Compliance	Joanne Brown	compliance@fortunefinancialservices.com	(724) 846-2488
New Business	Debbie Hartzell	debbie@fortunefinancialservices.com	(724) 846-2488
Commissions & Pay Checks	Stacie Weckerly	stacie@fortunefinancialservices.com	(724) 846-2488
VA & Variable Life On-Line Compliance Mtgs	Vicki Barr	vicki@fortunefinancialservices.com	(724) 846-2488
Transfers/Ledgers & Sales Ideas (fax or email to O.S.J. Office)	Garry	GCE@fortunefinancialservices.com www.ffmsinc.com	215-529-0495 215-529-0496 (fax)