

Processing Procedures

1. **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 3rd Ave (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 Suitability/New Account Form.

2. **Account Transfer Forms** are to be mailed or faxed to your O.S.J. Division Office for Processing:

OSJ Office 3560 W. Market Street Suite 305B Fairlawn, OH 44333 (330) 666-6360 (330) 666-6335 (Fax) rdk@ffmsinc.com (Bob Kilivris)
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3. **Ledger Forms MUST** be completed monthly, by every Representative, per NASD Compliance, and mailed, faxed or emailed to your O.S.J. Division Office (addresses above).

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

Compliance	Rick Reno	Reno@fortunefinancialservices.com	(724) 846-2488
Sales Applications	Rick Reno	Reno@fortunefinancialservices.com	(724) 846-2488
Commissions & Pay Checks	Stacie Weckerly	Stacie@fortunefinancialservices.com	(724) 846-2488
Licensing & Contracting	Vicki Barr	Vicki@fortunefinancialservices.com	(724) 846-2488
Transfers/Ledgers/ Sales Ideas (OSJ Office)	Bob Kilivris	rdk@fortunefinancialservices.com	(330)-666-6360