

2018 End of Year Commitment & Guidelines

Underwriting & New Business

Lincoln's Underwriting & New Business department is committed to helping you meet your year-end goals and objectives. Our focus is to ensure the maximum amount of your business is placed **by close of business on December 31, 2018**. To assist in placing year end business, we encourage you to submit outstanding requirements as early in December as possible.

Key Dates and Deadlines

October 1	Overnight Guidelines for 1035 proceeds: Beginning on 10/1/2018, any 1035 Exchange that has a target premium of \$5K+ and/or expected 1035 proceeds of \$7.5K+ will be requested to <u>overnight</u> the check to Lincoln
October 1	Lincoln will begin mailing all paper policy prints via overnight delivery through end of 2018
November 1	Submit end of year 1035 Exchange applications to allow for underwriting and retrieval of 1035 funds (subject to losing carrier turn-around times)
November 22-23	Thanksgiving / Company Holiday
December 3	Submit new applications, tickets and paperwork in-good-order by this date to allow enough time to underwrite and obtain documents to place for year-end closing (excludes 1035 Exchanges)
December 21	All policies <u>must be placed inforce</u> to meet the 2018 commission deadline and be considered 2018 income
December 25	Christmas / Company Holiday
December 27	All premium(s) and delivery requirements must be received by Lincoln, in-good-order, to ensure placement of your policy
December 31	Underwriting and New Business teams will work a full business day to support your business needs

Helpful Hints & Reminders

- Always include special instructions on a cover sheet.
- Complete application and applicable forms in their entirety and remember to include the agent's page with agent code to be used for placement.
- Please use the latest state version of the application and forms that can be obtained on the Lincoln producer website.
- Remember to get signatures and dates on all forms. Trust/Corporate owned policies do require that the trustee/officer sign with their title.
- The Replacement Notice [Form 33503] must be signed on/or before the application signature date. For *LincXpress* submissions, the Replacement Form must be signed on/or before the earliest solicitation signature date.
- Include in-good-order EFT forms for all bank draft cases and note on the coversheet if the first premium will be drafted.
- Ordering medical requirements up-front saves significant processing time.
- **Utilize Lincoln's *LincXpress* Tele-App, eApp, and/or eDelivery to help expedite processing from submission to placement.** (*LincXpress* Tele-App can be used for New Business submissions only – not applicable for Internal Exchanges).
- Suitability review for VUL can take time. Send all VUL forms through your OBD or LFSC rep for suitability review as soon as possible.
- **1035 Follow-Up Calls:** Initial calls will be made 2 to 3 business days after exchange has been initiated. Follow-up calls will be made every 1 to 2 weeks (based on carrier) on initiated cases that are in-good-order.