



Holiday hours and year-end processing

Contact Center

The Contact Center will be closed on Monday, December 25, 2017 and Monday, January 1, 2018.

New business

To ensure the contract is issued by close of business for 2017:

- **Life insurance** new business final delivery requirements must be received in good order by Thursday, December 28, 2017 at 3:00 p.m. Central time.
- **Fixed index annuity** new business applications and final requirements must be received in good order by Thursday, December 28, 2017 at 3:00 p.m. Central time.
- **Variable annuity** new business applications and final requirements must be received in good order by Friday, December 29, 2017 at 3:00 p.m. Central time. 2017 commissions will be based on new business contracts issued on or before December 30, 2017.

In-force business

Please note the following deadlines to ensure requests are processed and recorded for the 2017 tax year:

- Premium payments must be received in good order by Friday, December 29, 2017 at 3:00 p.m. Central time.
- Policy financial transactions, e.g., required minimum distributions, Roth conversions, transfers – for variable annuity business – must be received in good order by Friday, December 29, 2017 at 3:00 p.m. Central time.

- Policy financial transactions, e.g., required minimum distributions, Roth conversions, surrenders – for fixed annuity and life business – must be received in good order by Monday, December 18, 2017 at 3:00 p.m. Central time.
- Policy administration, e.g., ownership, beneficiary, allocation changes, illustrations, must be received in good order by Monday, December 18, 2017 at 3:00 p.m. Central time.
- All Claims transactions (including requests to pay RMDs on a pending claim) must be received in good order by Friday, December 8, 2017 at 3:00 p.m. Central time.
- Any payment processed in 2017, even if not physically received in 2017, will be taxed for 2017. This includes disbursements processed on Friday, December 29, 2017 that will not be sent until Tuesday, January 2, 2018, due to the New Year's holiday.
- If applicable, your clients may soon be receiving an email from us notifying them that their 2017 tax forms are on the way.

If any request is intended to be recorded for the 2018 tax year, please submit the request after January 1, 2018. Please note that scheduled premium payments processed in January are recorded for the 2018 tax year.

As a reminder, Allianz Life Insurance Company of North America (Allianz) and Allianz Life Insurance Company of New York (Allianz Life® of NY) will be closed Monday, December 25, 2017 and Monday, January 1, 2018.

Thank you for your business and happy holidays from Allianz and Allianz Life of NY!

Allianz Life Insurance Company of North America
Allianz Life Insurance Company of New York



EGEN-1764

(12/2017)

• Not FDIC insured • May lose value • No bank or credit union guarantee • Not a deposit • Not insured by any federal government agency or NCUA/NCUSIF

Products are issued by Allianz Life Insurance Company of North America, 5701 Golden Hills Drive, Minneapolis, MN 55416-1297. In New York, products are issued by Allianz Life Insurance Company of New York, 28 Liberty Street, 38th Floor, New York, NY 10005-1422. Variable products are distributed by their affiliate, Allianz Life Financial Services, LLC, member FINRA, 5701 Golden Hills Drive, Minneapolis, MN 55416-1297.

In the state of New York, only Allianz Life Insurance Company of New York is authorized to offer annuities and life insurance. www.allianzlife.com/new-york

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Product and feature availability may vary by state and broker/dealer.

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