

## 2017 Year-End Processing Deadlines and Holiday Schedule

### November 2017

<b>Tuesday, November 21 12:00PM CST</b>	All issue instructions, a modal premium and all outstanding requirements must be received in good order to be processed by end of the week.
<b>Thursday, November 23</b>	<b>Offices closed for the holiday.</b>
<b>Friday, November 24</b>	Normal commission cycle for end of week.

### December 2017

<b>Monday, December 11</b>	Requests that require multi-day processing, such as term conversions and internal exchanges must be received in good order to be processed prior to year-end. Please contact the new business team with end of year reinstatement related requests at 855-887-4487, option 1.
<b>Friday December 22</b>	Normal commission cycle will process. There will be a one day delay in EFT deposits.
<b>Monday, December 25</b>	<b>Offices closed for the holiday</b>
<b>Tuesday, December 26 12:00PM CST</b>	All issue instructions, a modal premium and all outstanding requirements must be received in good order to be processed prior to year-end.
<b>Friday, December 29</b>	Last commission cycle for 2017. This commission payment will be reflected on the 2017 1099.
	All payment thresholds will be set to \$0 to allow any money in commission accounts (First Year, renewal and service fees) to be released at year-end. On January 1, 2018 commission cycle minimums will return to \$50 for check and EFT cycles.
	Commissions for all business issued and paid during the week ending Friday, December 29 will be released from Global Atlantic on Tuesday, January 2. Funds may be available in your account on Wednesday, January 3.

### January 2018

<b>Monday, January 1</b>	<b>Offices closed for the holiday.</b>
<b>Tuesday, January 2</b>	Global Atlantic offices and contact centers open and normal business activities resume.