

# Year-End 2018 Key Deadlines

## Agent Contracting & Licensing

Activity	Deadline
FINRA Renewal application available to remove state registrations (opens 11/12)	12/14
FR Termination requests	12/14
Final payroll cut-off (for December 28, 2018 payroll)	12/19
PAS U-4 applications, amendments or full U5 terminations	12/19
Submission of FR candidate requests (for 2018)	12/26

## Annuity

Activity	Deadline
Final day to send 2018 annuitizations	12/27
<b>Variable Business</b> Final day to send IGO business to receive commission for year end	12/27
Final day to send IGO business to receive Club Credits for year end	12/31
<b>Fixed Business</b> Final day to send IGO business to receive commissions for year end	12/31
Final day to send IGO business to receive Club Credits for year end	12/31
Final day to send applications, withdrawals (including RMDs), payments, etc. to guarantee year-end processing (Prior to 4:00 p.m. ET)	12/31

## Individual Disability

Activity	Deadline
Email year-end placement cases to your New Business primary contact	12/07
Final underwriting requirements due for year-end placement	12/21
<b>Payments &amp; instructions to be received to guarantee year-end placement</b>	<b>12/28</b>



## Individual Life

Activity	Deadline
Email year-end placement cases to your New Business primary contact	12/07
Duplicate policy requests cut-off for 2018	12/14
Reinstatements and paid policy change requests <u>requiring</u> underwriting for year-end consideration <i>(Must include the LAP Change Form along with full payment)</i>	12/17
Term conversions and unpaid changes <u>requiring</u> underwriting for year-end consideration	12/17
Final underwriting requirements due for year-end placement	12/21
Reinstatements and paid policy changes <u>not requiring</u> underwriting for year-end placement <i>(Must include the LAP Change Form along with full payment)</i>	12/26
Term conversions and unpaid changes <u>not requiring</u> underwriting for year-end placement	12/26
All cases to be paid for year-end should be in "issued not paid" status	12/26
<b>Payments &amp; instructions to be received to guarantee year-end placement</b>	<b>12/28</b>

## Multi-Life Disability

Activity	Deadline
IGO Applications Received	12/05
Bill production (Allow 20 days for payment collection)	12/07
Payments/delivery requirements to be received by 5:00 p.m. ET to guarantee year-end placement	12/28

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## Park Avenue Securities

Activity	Deadline
Tax Harvesting Service Requests must be received by 1:00 p.m. ET to be included in 2018 year-end production.	12/19
Last day for business transacted directly at the Mutual Fund or Variable Annuity Sponsor to be included in 2018 year-end production	12/27
Brokerage, including VA purchased through Subscribe	12/27
ACH transactions must be submitted by 1:00 p.m. ET for same-day processing	12/27
Request for an in-kind distribution (journal of securities) must be received by 12:00 p.m. ET	12/27
PAS will review and process transactions received in good order via NetX360 Asset Movement by 2:00 p.m. ET	12/31
Begin submitting 2019 distribution requests	On or after 01/02/2019

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