

## 2017 Year-end guidelines for business processing

Thank you for your continued business and partnership this past year. As we approach the end of 2017, please keep in mind the following dates and guidelines to ensure that all your business processes in a smooth and timely manner.

Life Insurance	
December 15	Recommended last day for Tele-UW and Medical Requirements
December 22	<b>Last day to process business to receive compensation in 2017;</b> all missing requirements, including money, must be received <i>in good order</i> by 3:00 p.m.
December 25	Closed
December 27	<b>Last day to overnight requirements, communicate product changes</b> on pending new business and submit conversions/exchanges.
December 28	<b>Last day to wire money</b> to guarantee payment. All missing requirements, including money, must be received <i>in good order</i> by 3:00 p.m.
December 29	<b>Last day to process business for 2017. Compensation will be paid in 2018</b> for business received <i>in good order</i> by 3:00 p.m.
January 1	Closed

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