

2017 Life Underwriting and Commissions Year-End Guidelines

It's that time of year again! The end of our production year will be here before we know it and we want to make sure that you are aware of our year-end guidelines to ensure your credit for 2017 is received.

Please take a look at the information below to confirm our processing deadlines. While these are specific cutoff dates for our year-end processing, please be assured that your New Business, Underwriting, and Commissions teams will be working extensively to ensure as much business will be moved through our year-end process as possible.

All cases placed by 2017 that adhere to the following deadlines will count toward 2017 production. Please note the final 2017 EFT and check commission payment dates below.

New Business and Underwriting Requirements

All final underwriting and administrative requirements must be received at the Voya Service Center no later than Thursday, December 14th.

Delivery Requirements – Final new business delivery requirements must be received at the Voya Service Center no later than Friday, December 22nd.

Commissions Cycle Deadlines

2017 Final EFT Payout*

- 2017 case placement cut off: Wednesday, December 27th, 2017
- Last date of pay period: Friday, December 29th, 2017
- EFT transmission: Tuesday, January 2nd, 2018

Agent contracting requests, with new business pending, must be received in good order no later than Friday, December 22nd, 2017 for policies to be placed.

2017 Final Monthly Check Payout*

- 2017 case placement cut off: Wednesday, December 27th, 2017
- Last date of pay period: Friday, December 29th, 2017
- Cycle payout and mail date: Thursday, January 4th, 2018

Agent contracting requests, with new business pending, must be received in good order no later than Friday, December 22nd, 2017 for policies to be placed.

*Taxable earnings will be reflected in 2017.

Holiday schedule

Our offices will be closed on Monday, December 25th, 2017 and Monday, January 1st, 2018.

Questions?

Please contact our service center at 877-882-5050 and select the appropriate prompt to reach our New Business, Contracting, or Commission departments.