

**General Information #70 – November 19, 2009**  
**Subject: 2009 Year End Processing Schedule**

In an effort to better serve you during this holiday season, we wanted to inform you of our year end processing schedule. To expedite your business, please be aware of the revised processing guidelines outlined below.

### Underwriting

A completed application and all necessary paperwork needed for policy approval should be in-house by the close of business on December 11, 2009. This will allow adequate processing time to have the case approved and issued.

### New Business

Delivery requirements received in the Birmingham Home Office by 2:00 PM CST on Thursday, December 31st will be processed as 2009 paid case activity.

### Policy Revisions

Please note for Policy Revisions cases, (including internal replacements and conversions) all delivery requirements must be received in the Home Office by 5:00 p.m. CST on Wednesday, December 30th.

### Commissions

There will be multiple commission runs in December to credit year-end business. These commission runs will be on:

- Friday, December 4th
- Friday, December 11th
- Friday, December 18th
- Tuesday, December 22nd
- Thursday, December 24th
- Thursday, December 31st

For a case to be paid, it will need to be in force prior to the close of business on these days.

### **Questions?**

**Please contact the Field Response Center at 1-800-567-8247**