



Date: October 28, 2009

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Head of Life New Business and Customer Service

2009 End of Year New Business Deadlines

Don't delay – before you know it 2009 will be gone and the production calendar will begin anew for 2010. Get your new business placed in advance of the updated deadlines below for all business issued by the ING Life Companies.

All cases placed in 2009 that adhere to the following deadlines will count toward 2009 production. Please note that the final commission cycle of 2009 will be paid on or around January 4, 2010.

Underwriting Requirements:

All final underwriting and administrative requirements must be received at the ING Service Center no later than Wednesday, December 16.

Delivery Requirements:

Final new business delivery requirements must be received at the ING Service Center no later than 3:00 p.m. Central Time on Wednesday, December 23.

Questions? Contact your ING Life New Business Case Manager at (877) 882-5050.

2009 Commission Cycle Time Requirements:

Weekly EFT Payout

- **2009 Case placement cut off:** Wednesday, December 23, 2009
- **Weekly EFT cutoff:** Thursday, December 24, 2009
- **Cycle transmission date:** Monday, December 28, 2009
- **Contracting:** All writing agent contracts, and applicable requirements, with new business pending must be received no later than Wednesday, December 23 for policies to be placed.

Monthly Payout

- **2009 Case placement cut off:** Monday, December 28, 2009
- **Monthly cutoff:** Thursday, December 31, 2009
- **Cycle payout and mail date:** Monday, January 4, 2010
- **Contracting:** All writing agent contracts, and applicable requirements, with new business pending must be received no later than Monday, December 28 for policies to be placed.

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