



## Year-End Processing Tips

Transamerica is committed to processing your new business as quickly as possible. To ensure business is paid prior to year-end, we offer these reminders and helpful tips.

### Key Year-End Dates

Hours of operation remain unchanged during year-end processing: 8:00 am – 4:30 pm Central Time.

November 23	All premium and final delivery requirements received in good order by this date will be processed for the November 27th pay cycle.
November 26–27	Closed for Thanksgiving.
December 21	All premium and final delivery requirements received in good order by this date will ensure placement prior to year-end.
December 22–23	New business and delivery requirements will continue to be processed, but are not guaranteed to be placed prior to year-end.
December 23	To count for 2009 earnings and bonus production reporting, all new business must be paid by this date.
December 24-25	Closed for the holiday.
December 28	Variable Universal Life statements are mailed for GAs and producers on a weekly cycle.
December 29	Traditional business (non-VUL) statements are mailed for GAs and producers who are on a biweekly cycle.

### Status for Pending Business

Enhancements to TransACT® now allow for increased policy status detail. To check for any outstanding requirements and status updates, visit [www.tatransact.com](http://www.tatransact.com).

### Six Tips to Expedite Processing

1. Ensure that the policy number is noted on all documentation
2. For any instructions or additional information, attach a cover sheet and note clear instructions in the “remarks” section of the application
3. Ensure appropriate state forms are used
4. Submit the application with initial premium, if possible; money may be taken with application(s), provided the total of all face amounts applied for does not exceed \$2,000,000
5. Complete all paperwork and obtain appropriate signatures
6. Date HIV forms prior to the date of the blood draw

*For additional tips, see attached “New Business Processing Tips.”*



Transamerica Life Insurance Company  
Transamerica Financial Life Insurance Company

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