



Field
Update



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Aviva Announces Year-End Processing Schedule for Life New Business

With the end of 2009 rapidly approaching, we want to get your life new business processed as quickly as possible so you can reap the rewards that come with meeting your annual production goals.

In order to get as many cases paid by the end of the year as we can, we have established the following schedule. Please submit requested items by the dates listed.

Please note, the last day for processing business for the year will be Thursday, December 31. To ensure that all year-end business processing cycles can successfully complete prior to our first business day of 2010, all outstanding requirements must be received in the home office on or prior to December 31, 2009, at 12 p.m. CST.

Year-End Processing Schedule

December 17 – 4 p.m. CST: Deadline for all requests that require multi-day processing, such as term-conversions, internal exchanges, reinstatements, and other policy changes.

December 18: Deadline for all new applications (includes completed Tele-Apps), all outstanding underwriting requirements, and all outstanding policy issue instructions for cases without premium.

December 24: Office Closed – Holiday

December 25: Office Closed – Holiday

December 31 – 12 p.m. CST: Deadline for all outstanding policy issue instructions for cases with premium, outstanding delivery requirements, amendments, initial premium, and 1035 initial premium.

December 31: Close of business for 2009

December 31: Last 2009 commission cycle

January 1: Office Closed – Holiday

If you need assistance or additional information, please contact New Business or refer to your pending business report on Aviva's agent website, [Aviva Live](#).