

Year End Processing Guidelines Calendar, NFP Core and Highlighted Carriers : December 2012

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3 AXA: Cases must be complete, submitted and in good order to expedite underwriting, issue, and delivery by year-end PaLife: Deadline for new business apps, new business reissues, term conversions, reinstatements, policy changes. MetLife: New business cases should be received in good order LFG: – New applications should be submitted to ensure time to obtain medical, financial and inspection documents needed to place for year-end MetLife: New business cases should be received in good order AG: Cut-off for receipt of Non-Express eligible new applications received in good order which, upon approval, have no delivery requirements</p>	<p>4</p>	<p>5</p>	<p>6</p>	<p>7 JH: – Submission of all outstanding underwriting and administrative requirements on pending cases to Life New Business. AG: Cut-off issue date for forward-dated, conditionally issued cases where we will draft the initial premium when other delivery requirements are received</p>
<p>10 Aviva: All underwriting and administrative requirements to issue a policy must be received in the Home Office in good order</p>	<p>11</p>	<p>12 Nationwide: Application deadline</p>	<p>13 ING: All final uw and admin requirements must be received at INGService Center. PaLife: Indexed Acct transfer cut-off for 12/15 transfer date</p>	<p>14 PaLife: Last day to submit underwriting and admin requirements to issue a policy MetLife: Term conversions due to the MetLife Bloomfield office MetLife: Term conversions due to the MetLife Bloomfield office Prudential: All delivery requirements in good order, including the premium, must be received in order to receive compensation in 2012</p>
<p>17 JH: All requirements - including checks for minimum initial premium and modal premiums - received in Life New Business. Principal: Final underwriting and administrative requirements received will be processed as 2012 activity. This includes all underwritten adjustments and reinstatements. Effective dates of underwritten adjustments and reinstatements are determined by each contract.</p>	<p>18 Transamerica: All premium and final delivery requirements received in good order on or before this date will ensure placement prior to year-end</p>	<p>19</p>	<p>20 AXA: AE, MONY and MLOA premiums must be received, processed and paid to count for 2012 reportable income.</p>	<p>21 ING: Final new business delivery requirements must be received at the ING Service Center PaLife: Last day to receive 2012 income: initial minimum premium and all critical requirements to place policy in force regardless of funding source. MetLife: Full payment must be received for all products paid and placed by 4 p.m. ET. Last commission run for 2012 tax-reporting purposes Transamerica: To count for 2012 earnings and bonus production reporting, all new business must be paid by this date. MetLife: Full payment must be received at MetLife for all products paid and placed by 4 p.m. ET AG: Underwriting approval must be complete and all administrative requirements needed to conditionally issue an AG 38-impacted UL product must be received in the home office to have policies issued with the 2012 rates</p>
<p>24</p>	<p>25</p>	<p>26 Principal: Last day variable business can be put in force to count for 2012 AG: Cut off for pending applications approved by Underwriting with no subsequent delivery requirements</p>	<p>27 LFG: All delivery requirements should be submitted in good order to ensure placement of policy.</p>	<p>28 Nationwide: Premium deadline PaLife: Last day to receive initial minimum premium and all critical requirements to place policy in force regardless of funding source. MetLife: Production credits will be given for policies paid and placed with MetLife by 4 p.m., ET. Commissions on policies paid and placed between 12/22 and 12/28 will be reported for 2013 tax year. Aviva: To issue the policy before the end of the year, payment must be received by EOD. For any premium funding source (including 1035 exchange policies) a minimum initial premium is required by this date to get policy inforce and paid for at least 3 months. AG: Last issue date for Index Universal Life cases. Cut off for receipt of outstanding delivery requirements on Conditionally Issued cases</p>
<p>31 Principal: Last day fixed business can be put in force to count for 2012</p>	<p></p>	<p></p>	<p></p>	<p></p>

Carrier Year End Guidelines 2012

**For Guaranteed (NLG) Products: For transition rules and cut-off dates specific to guaranteed product changes please go to the "[Additional Resources](#)" section of ProductExpert and click on "Life Product Transition Rules."

American General

- Year End Cut-Off Dates** 12/3 - Cut-off for receipt of Non-Express eligible new applications received in good order which, upon approval, have no delivery requirements.
- 12/7 - Cut-off issue date for forward-dated, conditionally issued cases where we will draft the initial premium when other delivery requirements are received. (Based on 21-day forward date; policy effective date and draft date would then be 12/28.)
- 12/14 - Cut off for 2012 1099 commissions value for agents on semi-monthly and bi-weekly pay frequency.
- 12/19 - Cut off for receipt of Express-eligible packaged applications which, upon approval, have no delivery requirements.
- 12/21 - Cut off for 2012 1099 commissions value for agents on weekly pay frequency.
- 12/21 - Underwriting approval must be complete and all administrative requirements needed to conditionally issue an AG 38-impacted UL product must be received in the home office to have policies issued with the 2012 rates. These requirements include the proper quote or illustration needed to generate the policy.
- 12/26 - Cut off for pending applications approved by Underwriting with no subsequent delivery requirements.
- 12/28 - Last issue date for Index Universal Life cases.
Cut off for receipt of outstanding delivery requirements on Conditionally Issued cases.
- 12/28 - This is the last day to receive a 2012 effective date. Final delivery requirements to place in force an AG 38-impacted UL policy must be received in the Home Office within 60 days from the effective date of the policy to have the policy placed in force with 2012 rates. Final delivery requirements include, but are not limited to: delivery receipts, signed quotes or illustrations, signed amendments, premium required to place the policy in force, and 1035 exchanges. If any of the requirements are not received within 60 days from the effective date of the policy, the case will be closed and the policy must be reapplied for with 2013 rates.

Aviva

- Year End Cut-Off Dates** 11/15 – Applications for Guarantee UL Solution, Advantage Builder with the NLG Rider and Aviva Survivorship Builder with the NLG Rider must be signed AND received in the Home Office by this date.
- 12/10- All underwriting and administrative requirements to issue a policy must be received in the Home Office in good order by this date.
- 12/28 – In order to have enough time to issue the policy before the end of the year, payment must be received by EOD. For any premium funding source (including 1035 exchange policies) a minimum initial premium is required by this date to get policy inforce and paid for at least 3 months.

AXA

Year End Cut-Off Dates 12/3 – Cases must be complete, submitted and in good order to expedite underwriting, issue, and delivery by year-end.
12/20 – AE, MONY and MLOA premiums must be received, processed and paid to count for 2011 reportable income. In addition, all outstanding delivery requirements must be submitted and received in good order by this date for year-end commissions to be paid.
12/28 - Year-end commission checks will be dated 12/28.

ING

Year End Cut-Off Dates Underwriting:
12/13- All final underwriting and administrative requirements must be received at the ING Service Center no later than Thu. 12/13.

Delivery Requirements:
12/21 - Final new business delivery requirements must be received at the ING Service Center no later than Fri, 12/21.

Commissions
Final EFT Payout:
12/21 - Agent contracting requests with new business pending, must be received in good order not later than Fri, 12/21 for policies to be placed.
12/26 – Case Placement cut-off
12/28 – Last date of pay period
1/2/13 – EFT Transmission

Final Monthly Check Payout:
12/21 - Agent contracting requests with new business pending must be received in good order no later than Fri, 12/21 for policies to be placed.
12/26 – Case placement cut-off
12/28 - Last date of pay period
1/3/13 – Cycle payout and mail date

John Hancock

Year End Cut-Off Dates New Business & Underwriting:
11/30 – Submission of new application to Life New Business
12/7 – Submission of all outstanding underwriting and administrative requirements on pending cases to Life New Business.
12/17 - All requirements - including checks for minimum initial premium and modal premiums - received in Life New Business.

Compensations:
12/21 - Year-end close for brokerage compensation paid through the system: firms who receive commissions via EFT will have their accounts credited Mon. 12/24; Firms who receive commissions through DTCC settlement will have their accounts credited Tue 12/27; Statements and checks will be sent via regular mail Wed 12/26; Commissions earned after Dec 21st will be paid on Friday 1/4.
12/31 – Year-end close for sales credit.

Lincoln Benefit Life

Year End Cut-Off Dates
TBD

Lincoln Financial

Year End Cut-Off Dates 12/3 – New applications should be submitted by this date to ensure enough time to obtain medical, financial and inspection documents needed to place for year-end (1035 exchanges excluded)
12/27 – All delivery requirements should be submitted in good order to ensure placement of policy.
12/28– Last commission close for 2012
12/31 – Production credit will be credited in 2012 for transactions posted by close of business

MetLife Investors

Year End Cut-Off Dates 12/3 - New business cases should be received in good order
12/14 - Term conversions due to the MetLife Bloomfield office
12/21 – Full payment must be received at MetLife for all products paid and placed by 4 p.m. ET
Last commission run for 2012 tax-reporting purposes
12/28 - Production credits will be given for policies paid and placed with MetLife by 4 p.m., ET
Commissions on policies paid and placed between 12/22 and 12/28 will be reported for 2013 tax year.

Nationwide

Year End Cut-Off Dates 12/12 – Application deadline
12/28 – Premium deadline

Pacific Life

Year End Cut-Off Dates 12/3 – Deadline for new business applications, new business reissues, term conversions, reinstatements and policy changes.
12/13 – Indexed account transfer cut-off for 12/15 transfer date
12/14 – Last day to submit underwriting and administrative requirements to issue a policy
12/21 – Last day to receive **2012 income**: initial minimum premium and all critical requirements to place policy in force regardless of funding source.
12/28 – Last day to receive initial minimum premium and all critical requirements to place policy in force regardless of funding source.
12/28 – Last commission close for 2012 production/recognition credit (paid as 2013 income)

Principal

Year End Cut-Off Dates 12/17 - Final underwriting and administrative requirements received will be processed as 2012 activity. This includes all underwritten adjustments and reinstatements. Effective dates of underwritten adjustments and reinstatements are determined by each contract.
12/26 – Last day variable business can be put in force to count for 2012
12/31 – Last day fixed business can be put in force to count for 2012

Protective

Year End Cut-Off Dates
TBD

Prudential

Year End Cut-Off Dates 12/14 - All delivery requirements in good order, including the premium, must be received in order to receive compensation in 2012.

Transamerica

Year End Cut-Off Dates 12/18 - All premium and final delivery requirements received in good order on or before this date will ensure placement prior to year-end.
12/19-12/21 - New business and delivery requirements will continue to be processed but are not guaranteed to be placed prior to year-end.
12/21 – To count for 2012 earnings and bonus production reporting, all new business must be paid by this date.