



## 2021 year-end processing dates and holiday hours

As we near the end of the year, we are prepared to work closely with you on your pending business and help you have a successful close to 2021. Please use these dates to plan ahead.

### Speed up placement by using Connex

We've significantly upgraded our producer portal [Connex](#) to help you manage your business more effectively.

- More notification options
- Improved navigation to essential data
- Enhanced self-service

Use Connex to ensure your cases proceed quickly through underwriting.

### Connex questions? Have a priority year-end case?

Contact your Case Relationship Manager or Internal Wholesaler.

### More resources

- [Case Submission Checklist](#)
- [Pending Business Tips](#)

## Key Year-End Dates

<b>Mon, Dec 6</b>	<p><b>Forward-Dated, Conditionally Issued Term Policies</b></p> <p>Last day to <b>conditionally issue and forward date Term policies</b>, where the effective and draft date will be <b>Monday, December 27</b>. All delivery requirements must be received by <b>December 27</b> for policy to be placed inforce.</p> <p><b>Note: For California policies</b>, the last date delivery requirements may be received is <b>Friday, November 26</b> due to extended forward-dating timeframe mandated by state.</p>
<b>Wed, Dec 15</b>	<p><b>1099 Commission Value (Semi-Monthly)</b></p> <p>Cut-off date for agents on <b>semi-monthly</b> pay frequency.</p> <ul style="list-style-type: none"> <li>• Note: Semi-monthly payroll released <b>Friday, Dec. 17</b>.</li> </ul>
<b>Fri, Dec 17</b>	<p><b>1099 Commission Value (Bi-Weekly)</b></p> <p>Cut-off date for agents on <b>bi-weekly</b> pay frequency.</p> <ul style="list-style-type: none"> <li>• Note: Bi-weekly payroll released <b>Tuesday, Dec. 21</b>.</li> </ul>
<b>Thu, Dec 23</b>	<p><b>Underwriting Approval – All Products</b></p> <p>Last date for <b>underwriting approval</b> of all products to obtain policy issue and inforce placement.</p> <p><b>Please note:</b> This assumes no other delivery requirements, current effective date, draft date, or other form of premium on file.</p>
	<p><b>Delivery Requirements — All Cases</b></p> <p>Last receipt date for <b>delivery requirements</b> to ensure placement in 2021.</p>
	<p><b>1035 Exchanges</b></p> <p>Last date to <b>receive 1035 funds and have policies issued and placed inforce</b>, assuming all other requirements, including signed amendments and signed illustrations, have been received.</p>
	<p><b>1099 Commission Value (Weekly)</b></p> <p>Cut-off date for agents on <b>weekly</b> pay frequency.</p> <ul style="list-style-type: none"> <li>• Note: Weekly payroll released <b>Tuesday, Dec. 28</b>.</li> </ul>

[See next page for AIG and vendor holiday hours](#)

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## AIG and Vendor Holiday Hours for 2021

November 2021	
<b>Wed, Nov 24</b>	AIG offices close at 1 p.m. Central Standard Time (CST)
<b>Thu, Nov 25</b>	AIG offices and vendor operations closed
<b>Fri, Nov 26</b>	<ul style="list-style-type: none"> <li>• AIG offices open with reduced staff.</li> <li>• CRL Lab Services: Open</li> <li>• CRL Plus (Inspections, Tele-interview): Open</li> <li>• ExamOne (APS, Inspections, Tele-Interview): Open</li> <li>• Parameds.com (APS): Open</li> </ul>
December 2021	
<b>Thu, Dec 23</b>	<ul style="list-style-type: none"> <li>• AIG offices close at 1 p.m. CST</li> </ul>
<b>Fri, Dec 24</b>	<ul style="list-style-type: none"> <li>• AIG: Closed</li> <li>• CRL Lab Services: Closed</li> <li>• CRL Plus (Inspections, Tele-interview): Closed</li> <li>• ExamOne (APS, Inspections, Tele-Interview): Open</li> <li>• Parameds.com (APS): Closed</li> </ul>
<b>Sat, Dec 25</b>	AIG offices and vendor operations closed
<b>Thu, Dec 30</b>	<ul style="list-style-type: none"> <li>• AIG offices close at 1 p.m. CST</li> <li>• CRL Lab Services: Open</li> <li>• CRL Plus (Inspections, Tele-interview): Open</li> <li>• ExamOne (APS, Inspections, Tele-Interview): Open</li> <li>• Parameds.com (APS): Open</li> </ul>
<b>Fri, Dec 31</b>	<ul style="list-style-type: none"> <li>• AIG: Closed</li> <li>• CRL Lab Services: Closed</li> <li>• CRL Plus (Inspections, Tele-interview): Closed</li> <li>• ExamOne (APS, Inspections, Tele-Interview): Open</li> <li>• Parameds.com (APS): Closed</li> </ul>
<b>Sat, Jan 1</b>	AIG offices and vendor operations closed

For vendor contact information, see [Preferred Vendors for Underwriting Services](#).