



## **2018 YEAR-END PROCESSING NEWS SBLI Underwriting and Customer Service**

- **Year-End Processing** - Underwriting will continue to approve and issue cases through Friday, December 28, 2018.
- All money to put new cases in force must be received by close of business on Thursday, December 27, 2018.
- All 1035 paperwork including funds must be received by close of business on Thursday, December 27, 2018.
- All 2018 term conversion paperwork and premium must be received by close of business on Friday, December 28, 2018.
- **Regular Commission run** - Our regularly scheduled commission cycle will take place on Friday, December 28, 2018.
- **Year-End Commission Cycle** – A year-end commission cycle will also take place on Friday night, December 28, 2018. This cycle will allow us to distribute commissions for any balance, including under \$200 (our current minimum check amount).
- All requests for 2018 Required Minimum Distributions must be received, complete and in good order, at SBLI home office no later than Friday, December 28, 2018.

It should also be noted that we will continue to process all transactions (applications, policy requirements and premium payments, etc.) received until we close for business on Friday, December 28, 2018.

Please feel free to contact us with any questions you may have regarding these important announcements.

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