

2021 Life Insurance Year-End Guidelines

Individual Life, Executive Benefits and Lincoln MoneyGuard®

Lincoln's Underwriting & New Business department is committed to helping you meet your year-end goals and objectives. Our focus is to ensure the maximum amount of your business is placed before the close of business on December 31, 2021. We encourage you to submit all outstanding requirements for year-end cases as soon as possible. The following guidelines and key dates should be followed to meet these expectations.

Key Dates and Deadlines

October 1	Incoming 1035 exchange - overnight mailing requests. For any incoming 1035 exchange, the surrendering carrier will be provided with Lincoln's FedEx account number and requested to <u>overnight</u> the check to Lincoln.
October 29	New York Term and Indexed UL pending life insurance cases must be placed inforce or 1035 exchange initiated. Any New York case not placed inforce, or 1035 initiated, by October 29, 2021 will be cancelled. Lincoln VUL^{ONE} Suite Enhanced Underwriting Program: Application submission deadline to be eligible for a one-class underwriting upgrade. Get the details.
November 1	Suggested 1035 exchange submission deadline. Submit 1035 exchange applications and/or tickets to allow time for underwriting and receipt of 1035 exchange funds. Lincoln will leverage electronic methods to submit 1035 paperwork to surrendering carriers, when available.
November 19	Pending 1035 exchanges must be initiated. After the Underwriting offer has been made and all issue-restrictive requirements are in-good-order, the exchange will be initiated and the surrendering carrier will be requested to <u>overnight</u> the check to Lincoln. Completion of the 1035 exchange is subject to losing carrier turn-around times .
November 25-26	Company Holiday
December 10	Tele-App and Phone PHI case submission deadline. Submit any life insurance tickets or Lincoln MoneyGuard applications in which the client interview/PHI will be conducted over the phone (Tele-App). The completion of the interview is contingent on your client's scheduling availability. As a reminder, the online interview (eInterview) is flexible and can be completed at any time.
December 23	2021 compensation income placement deadline. All business placed inforce with premium by December 23 will be considered as 2021 income. Any business placed after this date, through December 31, 2021, will count as 2021 production but will be treated as 2022 earnings.*
December 24	Company Holiday
December 27	All placement-restrictive requirements, including premium, must be received at Lincoln <u>in-good-order</u> to be guaranteed for placement by December 31, 2021. NOTE: Any case eligible for the Lincoln VUL^{ONE} Suite Enhanced Underwriting Program (one-class underwriting upgrade) must be placed inforce, or 1035 exchange initiated, by December 31, 2021.

***Important information regarding Internal Replacements:** For Lincoln internal replacements, all business must be placed inforce with premium by December 21, 2021 to be considered as 2021 compensation income. Any business placed after this date, through December 31, 2021, will count as 2021 production but will be treated as 2022 earnings.

Best Practices

- Use Lincoln’s digital capabilities to help expedite your case from submission to placement:
 - **eSubmission (eTicket or eApp)**: helps to ensure that applications/tickets are submitted in-good-order, to help reduce any outstanding requirements after submission.
 - **Online client interview (eInterview)**: offers clients a more convenient and flexible method for completing their interview, at any time, on any day. Available for life insurance tickets and *MoneyGuard* applications.
 - **eNIGO**: resolve not-in-good-order form requirements more quickly and efficiently with electronic signatures.
 - **ePolicy delivery**: offers mobile-friendly, secure online policy review with electronic signing for the agent and client for same day delivery of issued policies.
 - **Pending Case Status**: Access up-to-date status on pending cases from your Lincoln Producer website or in Automated Email Notifications.
 - Visit www.LFG.com/GoDigital for more information and reference materials.
- Always include special instructions on a cover sheet.
- Complete application and all forms in their entirety, including the Agent’s Report at submission, with correct agent code and agency/broker dealer, to ensure compensation is paid correctly.
- Download and submit the latest version of the application, forms and product illustration.
- Remember to get signatures and dates on all forms. Trust/Corporate owned policies require that the trustee/officer sign with their title.
- The Replacement Notice [Form 33503] must be signed on/or before the application signature date. **For ticket submissions**, the Replacement Form [LF10087] must be signed on/or before the earliest solicitation signature date.
- Include in-good-order EFT forms for **all bank draft cases** and note on the coversheet if the first premium will be drafted. Available for all modes, including monthly, quarterly, semi-annual and annual payments.
- For eApp or traditional applications, ordering medical requirements up-front saves significant processing time. [For LincXpress and TermAccel ticket submissions, Lincoln will order labs, if necessary.](#)
- Suitability review for VUL can take time. Send all VUL forms through the outside broker-dealer (OBD) or Lincoln Financial Securities (LFS) representative for suitability review as soon as possible.
- VUL policies will be placed inforce within 2 business days from the date in which the final placement restrictive requirement was received in-good-order.
- **1035 Exchange Follow-Up Calls**: Initial calls will be made 2 - 3 business days after the exchange has been initiated. Follow-up calls will be made every 1 - 2 weeks (based on carrier) on initiated cases that are in-good-order.
- **Wire Transfers are not instantaneous**. Please allow a minimum of 4 hours after initiation of a wire to Lincoln before trying to confirm its receipt. For more information, view: [Wire and ACH Instructions](#).
- **Lincoln TermAccel cases are supported by a dedicated team**. For more efficient case processing and quicker response times, please leverage the contact information below for your *Lincoln TermAccel* case questions:
 - **TermAccel New Business Processing & Underwriting**: TermAccelUWNB@LFG.com or (844) 815-6925
 - **TermAccel Client Interview Team**: TermAccelTeleAppTeam@LFG.com or (844) 815-7582
- **For a full list of “In-Good-Order” best practices, please download and reference these guides**:
 - [Core Life Products](#), [Lincoln TermAccel®](#), [Lincoln MoneyGuard®](#)

Please contact your dedicated Lincoln Underwriting & New Business team with any questions.

Life insurance issued by The Lincoln National Life Insurance Company, Fort Wayne, IN and Lincoln Life & Annuity Company of New York, Syracuse, NY, and distributed by Lincoln Financial Distributors, Inc., a broker-dealer. Contractual obligations are backed by the claims-paying ability of the issuing insurance company. The Lincoln National Life Insurance Company does not solicit business in the state of New York, nor is it authorized to do so. Lincoln Financial Group is the marketing name of Lincoln National Corporation and its affiliates. Only Registered Representatives can sell variable products.