

# 2023 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 29, 2023.

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 2	<b>Incoming 1035 exchange - overnight mailing requests.</b> 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.
November 3	<b>Suggested 1035 exchange submission deadline.</b> 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 10	<b>Pending 1035 exchanges must be initiated.</b> 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 <u>carrier turn-around times</u> .
November 23-24	<i>Company Holiday</i>
December 7	<b>Suggested final date to submit all applications and tickets requesting a <u>Tele-App or Phone PHI</u>.</b> The completion of the interview is contingent on your client's scheduling availability. <i>As a reminder, the online interview (eInterview) is flexible and can be completed at any time.</i>
December 14	<b>Suggested final date to submit all full applications and tickets requesting an online interview.</b>
December 21	<b><u>All placement-restrictive requirements, including premium, must be received at Lincoln in-good-order to be guaranteed for placement by December 29, 2023.</u></b>
December 22	<b>2023 compensation income placement deadline.*</b> All business placed in-force with premium by December 22, 2023 will be considered as 2023 income. Any business placed after this date, through December 29, 2023, will count as 2023 production but will be treated as 2024 earnings.
December 25	<i>Company Holiday</i>

#### PENDING CASE STATUS:

The following *Memo to Agent Requirement* will be added to all pending cases starting Q4 2023:

**"IMPORTANT YEAR-END NOTICE:** To ensure this policy is placed in-force by year-end, all placement-restrictive requirements, including premium(s), must be received at Lincoln in-good-order **by December 21, 2023.**"

**\*Important information regarding Internal Replacements:** For Lincoln internal replacements, all business must be placed in-force with premium by December 22, 2023 to be considered as 2023 compensation income. Any business placed after this date, through December 29, 2023, will count as 2023 production but will be treated as 2024 earnings.

Lincoln will leverage electronic health records (EHR) in lieu of an APS, when possible!

### Lincoln's Suite of Digital Capabilities

- Eliminates paperwork
- Increases in-good-order submissions
- Streamlines underwriting decisions, a real-time offer is now available for qualifying clients
- Offers same day delivery of issued policies

### Reference Materials

IGO Best Practices

[Core Life Products](#)

[TermAccel®](#)

[MoneyGuard®](#)

## Always, Go Digital First!



### DIGITAL TOOLS

To help expedite your case from submission to placement

- **eSubmission (via eTicket or eApp)** Helps to ensure that applications/tickets are submitted in-good-order
- **Online client interview (eInterview)** Clients can complete their interview 24/7
- **Automated Underwriting** Creates an opportunity for the lab-free process with real-time offer - further speeding up the process
- **eNIGO** Resolves not-in-good-order form requirements online
- **ePolicy delivery** Offers same day delivery of issued policies with electronic signing capability for the agent and client
- **Pending Case Status** available 24/7 from your Lincoln Producer website or via automated email notifications

Visit [www.LFG.com/GoDigital](http://www.LFG.com/GoDigital) for more information and reference materials

## Best Practices

### Top 3

- Always include special instructions on a cover sheet.
- Include an in-good-order EFT form for **all bank draft cases** and note on the coversheet if the first premium will be drafted. Available for all modes (monthly, quarterly, semi-annual, annual).
- Always make sure the ticket/application information is correct so it will match the client interview information.

### FYI

- **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. More information about carriers' 1035 processes: [1035 Exchange Carrier Information](#)
- **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. More information: [Wire and ACH Instructions](#)
- **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 in-force within 2 business days from the date in which the final placement restrictive requirement was received in-good-order.

### FORMS

- 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.
- Get signatures and dates on all forms. Trust/Corporate owned policies require the trustee/officer to sign with a 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.

### TERMACCEL CONTACTS

Case Processing & Underwriting:  
[TermAccelUWN@LFG.com](mailto:TermAccelUWN@LFG.com)  
(844) 815-6925

[TermAccel/Client Interview Team:](#)  
[TermAccelTeleAppTeam@LFG.com](mailto:TermAccelTeleAppTeam@LFG.com)  
(844) 815-7582

**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 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.