

# 2020 Life Insurance Year-End Submission & Placement Guidelines

## Individual Life, Executive Benefits and Lincoln MoneyGuard®

Lincoln's Underwriting & New Business department is committed to helping you meet your year-end goals. To ensure a consistent experience, **a December 18 placement deadline for 2020 life insurance business will be implemented, including Executive Benefits and Lincoln MoneyGuard®.** Any final requirements received after this date will be handled on a first-in basis and those cases are not guaranteed for placement in 2020.

We encourage you to submit any outstanding requirements for year-end cases as soon as possible. The following guidelines and key dates should be followed to help ensure your case(s) are prioritized for placement in 2020.

### Key Dates and Deadlines

October 1 –  
December 11

**Incoming 1035 exchange overnight mailing.**

For any incoming 1035 exchange, the surrendering carrier will be requested to overnight the check to Lincoln.

November 2

**1035 exchange submission deadline.**

Submit 1035 exchange applications and/or tickets to allow for underwriting and retrieval of 1035 funds. Lincoln will leverage electronic methods to submit 1035 paperwork to surrendering carriers, when available.

November 9

**Pending 1035 exchanges must be initiated.**

The surrendering carrier will be requested to overnight the check to Lincoln. Completion of the 1035 exchange is subject to losing [carrier turn-around times](#).

November 24

**AG49-A Indexed Universal Life (IUL) application submission deadline.**

Formal applications or tickets (with all solicitation forms) that are signed, dated and **received by Lincoln's home office in good order on or before November 24, 2020** will not be subject to the illustration guideline changes. Any IUL application/ticket received on or after November 25, 2020 will be subject to the new AG49-A illustration guideline changes.

November 26-27

Thanksgiving / Company Holiday

December 18

**2020 BUSINESS – PLACEMENT DEADLINE**

All cases must be in-good-order and placed inforce with premium by December 18 to be guaranteed for 2020 business.

December 21-31

Underwriting & New Business staff will be available to support your business needs. For cases in which final requirements are received after December 18, processing will be handled on a first-in basis and are not guaranteed for placement in 2020.

December 25

Christmas / Company Holiday

## Important Information

- For life ticket submissions and Lincoln *MoneyGuard* personal history interviews (PHI) in which the client interview will be conducted over the phone (Tele-App), we encourage you to submit those cases as early in December as possible. The completion of the phone interview is contingent on your client's availability.
  - As a reminder, online interview (eInterview) is available for your life insurance cases and offers a quicker, more convenient, and flexible method for the client to complete their interview at any time of day.
- **All business placed in force with premium by December 25 will be considered as 2020 income.** Any business placed after this date will count as 2020 production but will be treated as 2021 earnings.
- **Digital policy delivery must be leveraged for all cases.** Traditional policy print packages are unavailable. [View policy delivery options.](#)

## Best Practices

- Use Lincoln's digital capabilities to help expedite your case from submission to placement, including Ticket submission with Online Interview, eApp, eNIGO and/or ePolicy Delivery. (*LincXpress* ticket submission can be used for new business submissions only; not available for internal exchanges).
  - **eSubmission:** helps to ensure that applications/tickets are submitted in-good-order, to help reduce any outstanding requirements after submission.
  - **eNIGO:** resolve not-in-good-order form requirements more quickly and efficiently with electronic signatures. [Get the details.](#)
  - **ePolicy delivery:** offers mobile-friendly, secure online policy review with electronic signing for the agent and client for same day delivery of issued policies.
- Always include special instructions on a cover sheet.
- Complete application and all forms in their entirety, including the Agent's Report with correct agent code to ensure compensation is paid correctly.
- Please use the latest state version of the application and forms that can be obtained on the Lincoln Forms Tool, including the illustration.
- Remember to get signatures and dates on all forms. Trust/Corporate owned policies do 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.
- VUL policies will be placed in force within 2 business days from the date when the final issue/placement restrictive requirement was received in-good-order.
- Ordering medical requirements up-front saves significant processing time. Note: [Lincoln will order labs for ticket submissions, if necessary.](#)

- Suitability review for VUL can take time. Send all VUL forms through your outside broker-dealer (OBD) or Lincoln Financial Securities (LFS) representative for suitability review as soon as possible.
- **1035 Follow-Up Calls:** Initial calls will be made 2 - 3 business days after 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.
- **Access up-to-date status on pending cases from your Lincoln Producer website or in Automated Email Notifications.**

**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.