

2014 End of Year Business Submissions

It will soon be time to close the books on 2014 and gear up for 2015. We ask that you submit any new business and premium-bearing endorsements you wish to have booked in 2014 **no later than Monday, December 29, 2014**. Our underwriting teams will be working hard to get every last bit of business on the books. As always, the more lead time you can provide us, the better.

In iBIS, take advantage of the "Allow Underwriting to Issue Application" option on the Agency Feedback Screen for any accounts that need to be referred to Underwriting for processing. A quick phone call or e-mail to your underwriter will help expedite timely processing of your most important accounts as well.

As in years past, we will conduct special processing to book any policies issued, and payments made, **up until 11:59:59 PM on December 31, 2014**.

Frankenmuth Insurance will be closed on January 1 and 2 for the New Year holiday. Commission payments will be processed on Monday, January 5.

Thank you as always for your partnership. We send our best wishes for a safe and memorable holiday season.