

Important Dates for 2016 Year End

2017 is just around the corner, which means the time for new business submissions and issued life policies is coming to a close. 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.

Property/Casualty Submissions

We ask that you submit any new business and premium-bearing endorsements you wish to have booked in 2016 no later than **Wednesday, Dec. 28, 2016**. As in years past, we will conduct special processing to book any policies issued, and payments made, up until **11:59:59 p.m. on Dec. 30, 2016**. Commission payments will be processed on Tuesday, Jan. 3.

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.

Life Issued Policies

In order to receive 2016 production credit, all issued life policies (with requirements met) must be paid to AMR, our Policy Administration in North Carolina, by end of business day on **Dec. 30, 2016**. If the customer is paying by EFT or credit card, those authorizations need to be elected by end of business day on **Dec. 28, 2016**. If you have any questions, please feel free to contact Darcy Wellman at (989) 480-6415 or darcy.wellman@fmins.com.

Frankenmuth Insurance will be closed on Monday, Jan. 2 for the New Year holiday. We would like to wish you a safe, enjoyable holiday season, and we look forward to our continued partnership in 2017!