

Important Dates for 2018 End-of-Year Business Submissions

2019 is just around the corner, which means the time for new business submissions is coming to a close. We ask that you submit any new business and premium-bearing endorsements you wish to have booked in 2018 **no later than Wednesday, Dec. 26, 2018**. 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 email 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 p.m. on Dec. 31, 2018**.

Keep in mind that Frankenmuth Insurance will be closed on Monday, Dec. 31 and Tuesday, Jan. 1 for the New Year holiday. Commission payments will be processed on Wednesday, Jan. 2.

We would like to wish you a safe, enjoyable holiday season, and we look forward to our continued partnership in 2019!