

Dear valued partner,

Below are the administrative processing deadlines for insurance policies and advisor contracting for year-end 2021:

- Insurance applications submitted before December 15, 2021* will be entered in the system before 2021 year-end. (SME Plan applications must be submitted before December 10, 2021*)
- Delivery requirements received before December 15, 2021* will be settled by the end of 2021. (SME Plan applications must be submitted before December 10, 2021*)
- For new advisor contracting to take effect in 2021, all requirements must be received before December 15, 2021*

All policies approved prior to December 10, 2021* will be sent before the end of 2021.

* *Cut off time: 4 p.m.*

HOLIDAY SCHEDULE

Below is the holiday schedule for Info-Partners Health and Commissions and Contracting:

Dates	Info-Partners Health and Commissions & Contracting
December 23, 2021	8:30 a.m. to 4:30 p.m.
December 24, 27 and 28, 2021	Closed
December 29 and 30, 2021	8:30 a.m. to 4:30 p.m.
December 31, 2021 January 3 and 4, 2022	Closed
January 5, 2022	8:30 a.m. to 4:30 p.m.

Thank you for your continued support this year. Wishing you a happy and healthy 2022!

TO CONTACT US

Info-Partners Health

✉ | 📞 1-800-361-2538 – press 9, then 2, then 1

Commissions & Contracting

✉ | 📞 1-800-361-2538 – press 9, then 2, then 3



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