



General Key Dates

November 5, 2021 (Applications)

Formal applications requiring traditional underwriting should be submitted to the home office.

November 12, 2021 (1035 Exchange Processing)

Life cases that will be paid via a 1035 exchange should be approved with all requirements by November 12 to allow time for the exchange to be processed by the other carrier. While procuring 1035 exchange funds by year-end cannot be guaranteed, having received the Absolute Assignment paperwork in good order by the November 12 cutoff will provide a reasonable amount of time to secure the funds prior to year-end.

December 6, 2021 (Final Requirements Received)

Final Underwriting requirements (non-1035 cases) must be received in New Business by December 6 to ensure a case will be processed for year-end credit. Requirements received after this date will still be processed, but year-end credit cannot be guaranteed.

December 13, 2021 (Approval and Issue Instructions Received)

ACE cases will continue to auto-issue once approved by underwriting. For applications requiring issue instructions, cases must be in an approved status prior to remitting issue instructions. For cases in approved status, all issue instructions must be received in good order no later than 12:00 noon, Eastern Time on December 13.

December 22, 2021 (Initial Premium Submitted)

Money received by December 22 for an issued policy will be paid for year-end. While we will make every attempt to process money received after December 22, we cannot guarantee that all funds will be processed. **We strongly encourage you to get all requirements submitted and business paid by December 22. The mailing address for physical checks is:**

REGULAR MAIL:

Penn Mutual Life
Payment Processing Center
PO BOX 7460
Philadelphia, PA 19101

OVERNIGHT MAIL:

The Penn Mutual Life Company
Lockbox # 7460
525 Fellowship Road, Suite 330
Mt. Laurel, NJ 08054-3415

Note: The United States Postal Service has published updated First Class Mail service guidelines effective October 1, 2021. First Class Mail moved from up to 3 days for delivery to up to 5 days for delivery.

Note: Premium payments applied by December 23, 2021 will be paid out as 2021 compensation. Any premium payments applied the week of December 27, 2021 will be paid out in 2022 and count towards 2022 compensation. All cases placed by 4:00 PM ET December 31, 2021 will count towards 2021 production.

Term Conversions**November 5, 2021**

All Term Conversions requiring underwriting should also be submitted by this date.

November 12, 2021 (Term Conversions involving 1035 Exchange Processing)

Term conversion cases that will be paid via a 1035 exchange should be approved with all requirements by November 12 to allow time for the exchange to be processed by the other carrier. While procuring 1035 exchange funds by year-end cannot be guaranteed, having received the Absolute Assignment paperwork in good order by the November 12 cutoff will provide a reasonable amount of time to secure the funds prior to year-end.

December 13, 2021 (Conversions Requiring Underwriting are Approved)

Term conversions and rider conversions that require underwriting must be approved by December 13, 2021.

December 20, 2021 (Conversions that Do Not Require Underwriting)

All paperwork, requirements and premium(s) must be submitted by December 20, 2021 for initial consideration and to have the permanent product issued for 2021.

Term Conversion cases may be delivered and e-paid through December 31, 2021. Issued Term Conversion cases paid the week of Monday, December 27 will be considered 2021 production paid in 2022.

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2021 Holiday Hours

- **Thanksgiving Holiday:**
 - Early closing Wednesday, November 24, 2021
 - Closed Thursday, November 25, 2021 and Friday, November 26, 2021
- **Christmas Holiday:**
 - Early closing Thursday, December 23, 2021
 - Closed Friday, December 24, 2021
- **New Year's Day Holiday**
 - Early closing Friday, December 31, 2021

Tips, Tracking and Additional Support

- Submitting applications early and use our ACE platform. For more information about ACE, please call 866-ACE-PML1.
- Utilize Insight for life application and requirement submission.
- Encourage use of e-payment.
- For general information or questions, please contact your field office.