

Online version

## 2022 year-end processing deadlines and holiday schedule

Dear valued partner,

Below are the administrative processing deadlines for insurance policies and advisor contracting for year-end 2022:

- Insurance applications submitted before December 9, 2022\* will be entered in the system before 2022 year-end. (SME Plan applications must be submitted before December 2, 2022\*)
- Delivery requirements received before December 9, 2022\* will be settled by the end of 2022. (SME Plan applications must be submitted before December 2, 2022\*)
- For new advisor contracting to take effect in 2022, all requirements must be received before December 9, 2022\*

All policies approved prior to December 9, 2022\* will be mailed out before the end of 2022.

\* Cut off time: 4 p.m.

### Holiday schedule

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

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**Dates****Info-Partners Health and  
Commissions & Contracting**

December 23, 26 and 27, 2022	Closed
December 28 and 29, 2022	8:30 a.m. to 4:30 p.m.
December 30, 2022	Closed
January 2 and 3, 2023	Closed
January 4, 2023	8:30 a.m. to 4:30 p.m.

Thank you for your continued support. Wishing you a happy and healthy 2023!

To contact us:

**Info-Partners Health**

[1-800-361-2538](tel:18003612538) - Press 9, then 2, then 1

**Commissions & Contracting**

[1-800-361-2538](tel:18003612538) - Press 9, then 2, then 3

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