

## General Contact Information

### New Business

855-887-4487, option 1  
NewBusiness@gafg.com

### Agency Services

Contracting 877-462-8992, option 1, 3, 1  
Contracting@gafg.com  
Commissions 877-462-8992 option 1, 3, 2  
Commissions@gafg.com



# 2022 Year-End Processing Deadlines and Holiday Schedule

## November 2022

<b>Wednesday, November 23 12:00 PM CST</b>	All issue instructions, modal premium and all outstanding requirements must be received in good order to be processed by end of month, Wednesday, November 30th.
<b>Wednesday, November 23</b>	Weekly commission cycle will process. EFT deposits from this cycle may be expected Tuesday, November 29th.
<b>Thursday, November 24 AND Friday November, 25</b>	<b>Offices closed for the holiday.</b>
<b>Wednesday, November 30</b>	Month end commission cycle will process. EFT deposits from this cycle may be expected by Friday, December 2. Monthly commission checks will be mailed Friday, December 2.

## December 2022

<b>Friday, December 9</b>	Requests that require multi-day processing, such as term conversions, internal exchanges, reinstatements, etc., must be received in good order to be processed prior to year-end. Please contact the new business team with end of year reinstatement related requests at 855-887-4487, option 1. Applications received after December 9 will be processed in order received and are not guaranteed to be processed by year end.
<b>Friday, December 23</b>	Weekly commission cycle will process. EFT deposits from this cycle may be expected Wednesday, December 28.
	All issue instructions, modal premium and all outstanding requirements must be received in good order to be processed prior to year-end. Issue instructions, modal premium or outstanding requirements received after Friday, December 23 will be processed in order received and are not guaranteed to be processed prior to year end.
<b>Monday, December 26</b>	<b>Offices closed for the holiday.</b>
<b>Friday, December 30</b>	All payment thresholds will be set to \$0 to allow any money in commission accounts (First Year, renewal and service fees) to be released at year end.
	Last commission cycle for 2022. This commission payment will be reflected on the 2022 1099. EFT deposits from this cycle may be expected Wednesday, January 4. Monthly checks will be mailed on Wednesday, January 4.

## January 2023

<b>Tuesday, January 3</b>	Global Atlantic Offices and contact centers open and normal business activities resume.
	Commission cycle minimums return to \$25 for check and EFT cycles.

Schedule pertains to life new business and in force policies

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