

# MassMutual 2019 year-end critical dates



## MassMutual 2019 year-end critical dates for Brokers

A summary of MassMutual's year-end procedures is below. Adherence to instructions and deadlines will ensure the best home office service, timely payment of commissions and proper business credit.

**Contact your MassMutual Brokerage director with questions!**

### Life

Dates	Submission details
Nov. 4	First day illustrations become available for the <a href="#">2017 CSO products</a> .
Nov. 22	Last day to complete application data entry (ADE)/submit applications for the Legacy, CareChoice and UL Series for the 2001 CSO plan <b>(except for VUL III, which has a deadline of Dec. 6)</b> . <b>New Life Applications to New Policies:</b> If needed for year-end commission close (Dec. 17) commission or business credit, need to be submitted by this date.
Nov. 23	First day to ADE/submit applications for the <a href="#">2017 CSO products</a> .
Dec. 11	<b>Life New Business: Life Conversions:</b> This is the last day to submit underwriting and issue requirements to the home office to ensure case is issued for year-end closing.
Dec. 17	<b>MassMutual final commission close</b>
Dec. 31	<b>Life New Business: 2001 CSO policies</b> must be issued by Dec. 31, 2019 or they will not qualify as life insurance under federal tax law. All External Replacement cases issued under the 2001 CSO must have an in good order P4051 Absolute Assignment form received by the Home Office.
Jan. 31, 2020	Last day to report 2001 CSO policies.

## Disability Income

Dates	Submission details
Nov. 26	<b>DI New Business: DI Applications Due:</b> New applications should be submitted for all DI products by no later than this date if needed for commission close or business credit.
Dec. 11	<b>DI New Business: Underwriting and Issue Requirements (including contract changes):</b> This is the last day to submit underwriting and issue requirements to the Home Office to ensure the case is issued for yearend closing. Requirements should be submitted electronically via Workbench.
Dec. 17	<p><b>MassMutual final commission close</b></p> <p><b>DI New Business: Unreported Policy Changes:</b> Date by which these requests, including both New Business and Contract Changes in issued status and not yet reported must be submitted. Please email requests along with a Request for DI Unreported Policy Reissue form (FR1124). Note: The NB69 RSUB function should be performed in the agency, as required, for all DI Open Block Products. If cost due, agency can provide HO with a copy of check.</p> <p><b>All DI Guaranteed Standard Issue (GSI) Products:</b> All post-issue requirements (amendments and exclusions) must be received prior to reporting.</p> <p><b>DI Client Services: Open Block Products:</b> All post-issue requirements (amendments and exclusions) must be received (prior to reporting case) to be processed in time for year- end commission close.</p> <p><b>Worksite Executive DI:</b> All DI Guaranteed Standard Issue (GSI) Products: All post-issue requirements (amendments and exclusions) must be received prior to reporting.</p>

## Annuities

Dates	Submission details
Dec. 13	<p><b>Annuity Operations:</b> Annuity Applications (Topeka, KS): For annuity products issued out of the Topeka, KS office, applications must be received in Topeka and deemed in good order, including suitability approval and receipt of funds, to ensure processing by final Commission Close. In general, allow four business days for suitability review.</p> <p><b>Annuity Payments (Topeka, KS):</b> Subsequent payments for Transitions Select II, Capital Vantage, Odyssey Select and RetireEase Choice contracts issued at the Topeka, KS office must be received In Good Order at:</p> <p>MassMutual Financial Group PO Box 758510 Topeka, KS 66675-8550</p>

## Long Term Care

Dates	Submission details
Nov. 16	<b>SignatureCare 600 Applications:</b> New applications must be received on or before Nov. 16 to count toward year-end commission or business credit.

### FURTHER INFO

- Contact your MassMutual Brokerage director
- For **Life Conversion requests**, email [SimplifiedConv@iuo.MassMutual.com](mailto:SimplifiedConv@iuo.MassMutual.com)
- For **Life New Business policy requests**, email [Delivery Requirements](#)
- For **Life and DI unreported new business policy change (form FR1124) requests**, email [Life and DI Policy Reissue](#)
- For **DI applications and underwriting & issue requirements**, email [DI New Business and Underwriting](#)
- For **DI reported and unreported contract changes and policy statement requests**, email [Discantoq2@massmutual.com](mailto:Discantoq2@massmutual.com)

### MassMutual

Massachusetts Mutual Life Insurance Company (MassMutual), Springfield, MA 01111-0001, and its affiliated companies

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