



# Year-End Dates to Remember

**Mark your calendar for these important dates:**

With the holiday season and year-end quickly approaching, it is important to focus on getting your pending cases paid and delivered to help finish out 2014 successfully.

Listed below are the dates our office will be closed:

**2014 Dates**

**November 27 and 28:** North American offices closed.

**December 25 and 26:** North American offices closed.

**For New Business processing, please note the following:**

**November 26:** All delivery requirements received in the Sioux Falls office by **11 a.m. CST** will be processed by the end of the day for commission close off.

**December 24:** All delivery requirements received in the Sioux Falls office by **11 a.m. CST** will be processed by the end of the day for commission close off.

**December 31:** Year-end commission close.

**For Policy Change processing, please note the following**

**November 24:** All delivery requirements received in the Sioux Falls Office by 11 a.m. CST will be processed for commission close off.

**December 22:** All delivery requirements received in the Sioux Falls Office by 11 a.m. CST will be processed for commission close off.

**December 29:** All delivery requirements received in the Sioux Falls Office by 11 a.m. CST will be processed for Year End commission close off.

**2015 Dates**

**January 1, 2015:** North American offices closed.

Visit the Pending Business section of [www.NorthAmericanCompany.com](http://www.NorthAmericanCompany.com) to review the status of your pending business for year-end.

We appreciate your business and look forward to working with you in 2015!