

*Postmark Requirements

1. Application paperwork received within 5 business days after the New Rate Effective Date, with an envelope clearly showing a postmark prior to the new Rate Effective Date will hold the higher rate.
2. Application paperwork received more than 1 business day after the new Rate Effective Date with no postmark or otherwise overwritten postmark will not hold the higher rate.

**Electronic Submission Requirements

1. Application paperwork submitted electronically (Easy Upload on APC, Fax, Encrypted Email) must be received the day before the new Rate Effective Date. The documents will be accepted as originals, so please **DO NOT** mail the original documents.
2. It is your responsibility to determine whether or not the transferring company requires original documents or signature guarantees. If they do, please **DO NOT** submit the application paperwork electronically.

Interest Rate Decrease

If the Company declares an Initial Interest Rate less than the previously declared rate, the following requirements must be met in order to hold the higher rate.

NOTE: The contract will be issued with the new, lower rate if all requirements are not met.

1. **Applications Received with All Funds (check)** - and all required application paperwork is fully **completed, signed**, and received by the Annuity Operations Office according to the ***Postmark Requirements**.
2. **Applications Requiring Exchange/Transfer/Rollover Funds** –
 - a. **60 Day Hold** - The higher rate will be held for 60 days from the date the application is received at the Annuity Operations Office if **all** of the following requirements are met:
 - i. **All required Application paperwork** - must be fully **completed, signed**, and meet the ***Postmark and/or **Electronic Submission Requirements**.
 - ii. **Expected funds from transfer/exchange** - The Company must request the expected funds from the other company. This requires **completed** and **signed** Non-Qualified/Qualified transfer and applicable replacement forms to accompany the annuity application.
 - iii. **Expected funds from a qualified retirement plan** - The Company must receive copies of all of the required paperwork from the retirement plan administrator with the annuity application.

ANNUITY INTEREST RATE CHANGE REQUIREMENTS

- b. Funds must be received at the Company's Annuity Operations Office 60 days from the application received date.

3. Applications Received Without Expected Funds –

- a. **30 Day Hold** - The higher rate will be held for 30 days from the date the application is received at the Annuity Operations Office if **all** of the following requirements are met:
 - i. **All required Application paperwork** - must be fully **completed, signed**, and meet the ***Postmark and/or **Electronic Submission Requirements**.
 - ii. The paperwork **must** indicate where funds will be coming from and an approximate time of when they will be received.
- b. Funds must be received at the Company's Annuity Operations Office 30 days from the application received date.

Interest Rate Increase

If the Company declares an Initial Interest Rate higher than the rate you wrote an annuity application for, the Company will allow your client to receive the newly declared higher rate if the following requirements are met:

1. The contract is still within the Free Look period not to exceed 30 days.
2. No withdrawal or prior reissue for higher rate has occurred.
3. We receive written notice from your client acknowledging that they understand that interest will begin accruing as of the new Contract Date to get the newly declared higher rate.
4. The original contract is returned.