



**Headquarters end of year deadlines:**

- Dec. 13<sup>th</sup> – All underwriting requirements must be received
- Dec. 18<sup>th</sup> – Acceptance of outstanding offers must be received
- Dec. 26<sup>th</sup> – All post issue requirements must be received by 4pm EST in order to place policies in force

<b>2024 Office Schedule Modifications</b>		
<b>Date</b>	<b>Reason</b>	<b>Staffing</b>
28-Nov	Thanksgiving	Office closed
29-Nov	Thanksgiving	Office closed
24-Dec	Christmas Eve	7:45am – 1pm
25-Dec	Christmas Day	Office closed
31-Dec	New Year's Eve	7:45am – 1pm
1-Jan	New Year's Day	Office closed

**APPS holiday schedule:**

**Thanksgiving:**

- Nov. 27<sup>th</sup> – 8am – 9pm EST
- Nov. 28<sup>th</sup> – Closed
- Nov. 29<sup>th</sup> – Closed

**Christmas:**

- Dec. 24<sup>th</sup> – Closed
- Dec. 25<sup>th</sup> – Closed

**New Year's:**

- Dec. 31<sup>st</sup> – 9am – 7pm EST
- Jan. 1<sup>st</sup> – Closed

APPS phone number to call to complete interview: 888-928-6517