

## POLICY DELIVERY RECEIPT PROCEDURES

1. After policy issue, deliver promptly & obtain signed delivery receipt provided by the carrier (per the Department of Insurance policies should be delivered within 21 days of receipt)
2. ***If a receipt isn't provided*** please go to the GLIA website, download Delivery Receipt Form on the agent portal and utilize complete.
3. Please send the signed Delivery Receipt Form to [neelma.pyfrom@lpl.com](mailto:neelma.pyfrom@lpl.com) for record-keeping purposes within 30 days of policy issue.
4. You will receive an email reminder for the receipt of day 15 and again on day 30
5. If the form is not received within 45 days of policy issue, an email will be sent to Courtne Nein regarding the outstanding requirement.

THANK YOU!!

