

## Retrospective rating evaluation and billing cycle

Evaluation	Distribution to agent	Agent presents evaluations to policyholders	Invoice mailed to policyholder*	Invoice with retro closure charge mailed (if applicable**)
SEP 30	OCT 23-26	OCT 27-NOV 30	DEC 1-5	JAN 1-5
DEC 31	JAN 23-26	JAN 27-FEB 28	MAR 1-5	APR 1-5
MAR 31	APR 23-26	APR 27-MAY 31	JUN 1-5	JUL 1-5
JUN 30	JUL 23-26	JUL 27-AUG 31	SEP 1-5	OCT 1-5

\* Invoice with retro evaluation transactions and copy of evaluation packet mailed to policyholder. *A copy of evaluation will not be sent if the agent communicates to the underwriter that they have met or scheduled a meeting with the policyholder.*

\*\* The closure charge is billed on the first invoice following the receipt of the closure decision (claims costs billed since the evaluation date are reversed).