

Evaluation and billing cycle

Timeline of SAIF's 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**)
DEC 31	JAN 23-27	JAN 28-FEB 28	MAR 1-6	APR 3-6
MAR 31	APR 25-28	APR 29-MAY 31	JUN 2-6	JUL 1-5
JUN 30	JUL 25-28	JUL 29-AUG 31	SEP 1-6	OCT 3-7
SEP 30	OCT 24-27	OCT 28-NOV 30	DEC 1-5	JAN 3-6

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For more information on doing business with SAIF visit, saif.com/agent

* 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).