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Update



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## Sales and Distribution team has moved to new campus

Last weekend, Sales and Distribution team members working out of our Des Moines offices moved into the company's new corporate headquarters in West Des Moines, IA. This includes Sales Vice Presidents, Sales Directors, Sales Support, Advanced Markets, Distribution Services and Distribution Education and Development.

We are striving to continue providing uninterrupted service during the move. Sales team members completed their move over the weekend and are prepared to assist you.

**Aviva's sales and distribution team members have the same email addresses, (800) phone numbers, (800) fax lines, and four-digit extensions.** By using these methods of communication, you will be able to reach your key contacts the same way you did prior to the move.

All Des Moines associates have a new 342 prefix –same four digit extension, and one easy prefix number to remember. New direct-dial telephone lines will become "515-342-XXXX."

**There is one exception to this: Des Moines-based associates who had extensions between 7000 and 9999 in the old facilities will receive a new extension in the new building.** Employees will let their external contacts know if their extension has changed. You can also refer to the phone directory on Aviva Live for updated contact information.

**Please also continue to utilize the same mailing addresses you currently use to send new business and other correspondence to the company.** Any changes to these procedures will be communicated at a later date.

Next month, Aviva Life and Annuity Company of New York will relocate its office; look for communications regarding that move. Aviva USA employees working in our Topeka, Kan., office are not impacted by either move and you can continue to reach those individuals through the same channels.

If you have any questions, please contact your Sales Director or Sales Support team.