

# Group Life Conversion Plan

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Under certain circumstances, a terminating employee may choose to exercise the conversion privilege and choose to purchase a conversion plan for life insurance. The employee should be notified of this possibility.

You, as the Policyholder, should inform the employee and/or any dependents who may be losing coverage of this conversion option as soon as possible. There may be a specific notification period required in some states, so review your Group Policy for any special notification time periods.

When ordering supplies, please use the brochure number indicated at the bottom left corner of the form.

## When Conversion Is Permitted

1. An employee has the right to convert his/her group life insurance to an individual plan without evidence of insurability if application is made **within 31 days** of when coverage ends. Unless the insurance ends because of the reasons outlined in Section 2. below, the employee may select any amount of coverage equal to or less than the amount of coverage under the Group Policy. The employee's coverage will be considered terminated for the following reasons:
  - a) Termination of employment.
  - b) Termination or reduction of group life coverage because of retirement or attainment of a specific age. If the amount of insurance is reduced, the employee can convert only that amount by which his/her group coverage is reduced.
  - c) Discontinuance of life coverage under the disability provision, if stated in the Group Policy, provided he/she does not return to active employment and again becomes eligible for group life insurance with any carrier.
2. If the employee's life insurance ends because of termination of the Group Policy or termination of a class, and the employee has been insured under the Group Policy at least five years, he/she may apply within 31 days for a conversion plan. The employee's converted life insurance may not exceed the lesser of:
  - a) \$3,000 (this amount may vary per state statute); or
  - b) The amount of the employee's terminated group life insurance less the amount of any other group life insurance for which the employee becomes eligible within 31 days.

## How To Convert

1. The employee must submit an application and pay the initial premium within 31 days of the date his/her insurance ends.
2. The employee may elect any plan of insurance except term insurance.

**Note: Please contact your Group Office for any state special brochures and answers to any questions regarding conversions.**