

# *Portability Option for Voluntary or Supplemental Term Life Insurance*

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## **Portability Option**

If your Voluntary or Supplemental Term Life Group Policy includes the portability option your employees, spouses and children may continue coverage in the event the employee's work status changes (i.e., employee quits or retires or your organization's insurance terminates). If the employee exercises this option the portability rates will apply. Coverage amounts requested must be equal to or less than amounts in force prior to portability. Portability option is only available to employees and spouses less than 70 years old and dependent child(ren) under the limiting age, unless otherwise stated in your Group Policy.

Dependent portability option is available only if the employee chooses to port coverage. Portability can only be elected for dependent(s) that were covered prior to the effective date of the continuation. Dependent(s) acquired after ported coverage begins are not eligible to be added to the portability .

If a covered employee chooses to port coverage after termination, your organization must provide the Enrollment Form to the employee to include with the Portability Application. Please obtain forms from your Group Office or download the Portability application from our website.

The first premium payment (quarterly, semiannual or annual) and a \$5 billing charge should accompany the Portability application and the employee's original enrollment form. The employee should contact the employer or Group Premium and Enrollment Services for the monthly premium due. A \$5 billing charge will be added to each premium payment.

The employee is required to send both the initial premium payment and the Portability application within 31 days of the date employment terminates or the plan terminates; otherwise, coverage will not be continued.

We will prepare subsequent billings and send them directly to the insured upon timely receipt of both the Portability application and the initial premium payment. The amount of insurance cannot be increased once the portability is in effect. The portability for Basic or Voluntary Term Life Insurance is subject to the same provisions as stated in the Master Policy. Please instruct employees to notify us when any insured child reaches the limiting age. The employee should discontinue premium payment for the child at that time.

Ported coverage ceases at age 70 for the insured and spouse, unless otherwise stated in your Group Policy.