



## Notice of Conversion and/or Portability Rights

**Important Notice regarding your coverage:** If you are an active employee, terminated employee, retiree or dependent who may be faced with losing all coverage or even a portion of your coverage under your employer's Group life plan(s), you and/or your dependents may be eligible to continue the lost amount of coverage without submitting evidence of good health. **You are receiving this notice as a result of experiencing one of the following events: your employment status has changed, marital status has changed, you or a dependent has experienced an age reduction or maximum age limit, you have retired or you have reached the end of an employer sponsored continuation provision. You have options to retain this important coverage that are explained below. The specific options available to you are based on the provisions as defined in the Group plan.** Included with this notice is a form you can submit to obtain additional information. You will receive details on the specific coverage options available to you, receive a quote, and the necessary forms to obtain coverage.

### Life Conversion

The Life Conversion option provides the opportunity for you to obtain an individual life insurance policy that accumulates cash value and is offered at individual insurance rates. There are no mandatory age reductions and coverage can continue with premium payment until the Scheduled Maturity Date (standardly age 121) at which time the cash surrender value is paid to the insured.

If coverage is ending because The Hartford Group Life policy is terminating or coverage for a class of employees is terminating, some restrictions may apply. If coverage is ending for any other reason, you can generally convert up to the full amount of your terminating coverage. Conversion is also available to your dependents if they had coverage under your group plan. You may have the option to obtain a one year term policy prior to the permanent life policy becoming effective. Please refer to The Hartford Group Life policy for information. **Premiums for a Life Conversion policy are substantially higher than your Employer Group plan rates.**

### Portability

Under the Portability option you may obtain a group life insurance policy to continue 100%, 75%, or 50% of the amount of life insurance coverage (Basic, Supplemental, or both) you had under your Group plan up to a maximum amount, generally \$250,000 depending upon the provisions of your Group plan. The Portability policy provides group term coverage and is available to you provided you have not yet reached your Social Security full retirement age. The Portability option may also be available to your dependents if you carried dependent coverage under your employer's group plan and if the group plan includes portability as an option for dependents. The amount of coverage you elect to port is reduced by 75% at age 65 and coverage terminates at age 75. Portability is not available if your employer is terminating the group plan. Note: if you choose to elect the Waiver of Premium provision as outlined in your contract you are not eligible for Portability. The same applies if you choose to elect Portability; Waiver of Premium would not be available. Additional restrictions may also apply. **Premiums for a Life Portability policy may be higher than your Employer Group plan rates and rates increase every five years (years in which your age on your birthday ends in 5 or 0).**

### Long Term Disability (LTD) Conversion

You may be eligible to convert coverage you had in effect under your Employer's Group Long Term Disability (LTD) plan to a Group Disability Conversion policy provided your group coverage was in effect for at least one year. You cannot be disabled from performing the duties of your occupation at the time your LTD coverage terminates under the group plan or disabled at the time of your request and you cannot convert LTD coverage if you are retiring, regardless of your age. **LTD conversion is not available for dependents.** The benefit amount payable under the LTD conversion policy may be up to 60% of your monthly earnings at the time your Group coverage ended or the amount provided under the LTD group plan, whichever is less, up to a monthly maximum of \$5,000. This amount is based on the rules of the LTD group plan subject to offsets for other income benefits. A 6-month elimination period applies. LTD conversion is not available if the group plan is terminating. **A one time administrative enrollment fee will apply and is added to your first quarterly premium. Premiums for a Group Disability Conversion policy are higher than your Employer Group plan rates and increase every 5 years (years in which your age on your birthday ends in 5 or 0).**

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Attached is a form that contains additional information about continuing coverage. You can use this to request a quote and the necessary forms to enroll.

**Please note that there is a designated timeframe during which you can exercise your coverage continuation options. This request must be received by The Hartford within 91 days from the employee's group coverage termination date. Requests received more than 91 days after the employee's group coverage terminates will be denied. Any issues regarding late notification by your employer must be addressed with your employer.**

If you have questions about this information, your eligibility, or the status of any request you have submitted, please call a representative at **1-877-320-0484**.

The Hartford, Portability and Conversion Unit  
P.O. Box 248108  
Cleveland, OH 44124-8108  
Fax 1-440-646-9339

#### **GROUP LIFE INSURANCE PORTABILITY AND CONVERSION – Side By Side Employee Guide**

To decide whether Portability or Conversion is the right choice for your personal situation, you need to understand the differences. We help you see them clearly with our side-by-side comparison. Please visit [www.hartford-employee-guide.com](http://www.hartford-employee-guide.com) to view the complete side-by-side comparison table. If you do not have access to the internet you may obtain a copy of this comparison by calling 1-877-320-0484.

#### **Frequently Asked Questions**

**Q: If I request a quote, how does The Hartford determine the amount of coverage to quote?**

A: The Hartford will contact your employer to obtain the amount of coverage you had in effect under the group plan. The quote is based on this amount as well as applicable plan provisions.

**Q: If I receive a quote for coverage, does this mean I qualify for the coverage amount quoted?**

A: The amount quoted is not a guarantee that a policy will be issued in that amount. Upon receipt of your application for coverage, The Hartford will perform an eligibility review to determine if the amount of coverage you have requested can be granted based on the coverage you had in effect under the group plan as well as plan provisions.

**Q: What is my policy effective date?**

A: The effective date of a Life Conversion policy is the 32<sup>nd</sup> day following the group coverage termination date. The effective date of a Portability Policy or a LTD Conversion policy is the day following the group coverage termination date.

**Q: If my application for coverage is not approved by the effective date, am I still covered?**

A: Yes, if your application is approved, the effective date of your policy will be retroactive to the date indicated above.

**Q: I understand that there is no medical underwriting or physical exam required but can I still be denied for coverage?**

A: Your request for coverage can be denied if you do not meet the timeliness requirement. You must mail or fax this form to request information within 91 days from the employee's group coverage termination date. **This request must be received by The Hartford within 91 days from the coverage termination date. Requests received more than 91 days after the employee's group coverage terminates will be denied.** Coverage can also be denied if it exceeds the amount you had in effect under your employer's Group plan or if it does not align with your employer's plan provisions. In addition, any request for coverage that is not available under your employer's Group plan will also be denied.

**Q: If I start to work for a new employer and obtain coverage under that employer's Group plan, will that Group coverage impact any conversion or portability policy that I may have purchased?**

A: If you obtain coverage under a new employer's Group plan, your portability or conversion policy will remain in effect provided you continue to pay the required premiums. However, benefits payable under conversion policies may be affected by the amount of your other coverage.

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**Notice of Conversion and/or Portability Rights**

Employer:\_\_\_\_\_ Policy #:\_\_\_\_\_

**The following information is to be completed by Employer or Employer Representative**

Employee Name:\_\_\_\_\_ Employee ID#:\_\_\_\_\_ Date:\_\_\_\_\_

Last Day Worked (or date employee is no longer in an eligible class):\_\_\_\_\_

Date of Group Coverage Termination:\_\_\_\_\_ Termination Reason:\_\_\_\_\_

Signature\_\_\_\_\_ Print Name\_\_\_\_\_

Email Address\_\_\_\_\_ Telephone\_\_\_\_\_

As noted above, Conversion and Portability options are available without submission of evidence of good health. The rates for Life Conversion will be substantially higher than your employer Group plan rates. The rates for LTD Conversion will also be higher than your employer Group plan rates. LTD conversion rates increase every 5 years (years in which your age on your birthday ends in 5 or 0) and also require a one-time \$25 enrollment fee which is added to the first quarterly premium. The rates for Portability are based on the employer's standard industry code and/or Group plan provisions and may be higher than your employer Group rates. Portability rates increase every 5 years (years in which your age on your birthday ends in 5 or 0).

**Employee: To request a specific quote and application, please complete the information below and mail or fax this entire page to:  
The Hartford, Portability and Conversion Unit, P.O. Box 248108, Cleveland, OH 44124-8108  
Fax 440-646-9339, Phone 877-320-0484**

Yes, I am interested in receiving the information checked below.

☐ 12 month Term/Whole Life Conversion Quote/Application (12 month only available for groups situated in NY & WV)

☐ Portability Term Life Quote/Application ☐ LTD Quote/Application

**Please print the following information:**

Name:\_\_\_\_\_ Date of Birth:\_\_\_\_\_

Social Security # (indicate last 4 digits only):\_\_\_\_\_

Address:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip Code:\_\_\_\_\_

Telephone Number:\_\_\_\_\_ Email:\_\_\_\_\_

I am interested in receiving information for the following persons:

☐ Myself ☐ My Spouse (not available for LTD conversion) ☐ My Child(ren) (not available for LTD conversion)

**Please print the name(s), relationship, and date(s) of birth for each dependent who may be eligible for coverage.  
Include an additional sheet if necessary.**

Name:\_\_\_\_\_ Relationship:\_\_\_\_\_ Date of Birth:\_\_\_\_\_

Name:\_\_\_\_\_ Relationship:\_\_\_\_\_ Date of Birth:\_\_\_\_\_

Name:\_\_\_\_\_ Relationship:\_\_\_\_\_ Date of Birth:\_\_\_\_\_

Name:\_\_\_\_\_ Relationship:\_\_\_\_\_ Date of Birth:\_\_\_\_\_

**Please note that there is a designated timeframe during which you can exercise your coverage continuation options. This request must be received by The Hartford within 91 days of the date that group coverage terminates under the employee's former group plan. Requests received more than 91 days after group coverage terminates will be denied. Any issues regarding late notification by your employer must be addressed with the employer.**

Signature (required)

Date

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