

## GROUP LIFE

# Life insurance conversion

## Solutions for employees making a career transition

### How to take your life insurance benefits with you

Did you know you may be eligible to take your Group Life insurance benefits with you when you leave your job, when your hours are reduced, or when your insurance coverage is reduced or eliminated because of your age?

It's called conversion, and it allows you to convert your Group Life insurance to an Individual Life insurance policy without having to answer any medical questions. You can convert spouse/dependent coverage as well. This individual policy lasts for your lifetime, as long as your premiums are paid.

The most important thing to remember is that you have a limited time to act. We must receive your completed application and first payment within 31 days of the date your coverage terminates or reduces. This deadline may vary, so please check your group insurance booklet or ask your employer to determine your deadline. If you miss the deadline, you and your dependent(s) will be ineligible for conversion.

### How to apply for conversion

#### 1. Ask your employer to complete and sign the Notice of Group Life Conversion.

You can either request the form from your benefits administrator, or download it yourself from [www.sunlife.com/us](http://www.sunlife.com/us). In the top right-hand navigation, go to *Customer Support>Find a form*. Choose *Employee Benefits>Life and AD&D>Life Conversion Notice*. Remember, while your employer is responsible for completing this for you, you are responsible for mailing it to us with the rest of your documentation. We cannot process your application without it.

#### 2. Download, complete and sign an Application for Individual Life insurance.

To find this, please visit [www.sunlife.com/us](http://www.sunlife.com/us). In the top right-hand corner, go to *Quick Links>Find a form*. Then, in the top right corner again, click *forms* under the heading, *Life insurance contract forms*. Select the *Search* tab and type in the word "conversion." Then, choose the application for the state you live in.

#### 3. Send the following documents to Sun Life.

You must complete and return the following documents (which make up your complete application), along with your first premium payment. These documents and your check must be received by Sun Life within the conversion period, which is 31 days from the date your coverage was terminated/reduced, or your application will be declined.

- A completed and signed Notice of Group Life Conversion
- A completed and signed "Application for Individual Life Insurance - Group Conversion" form
- A Form W-9 Request for Taxpayer Identification Number and Certification
- A check for the first premium payment (Sun Life will only accept personal checks or a cashier's check issued by a bank)
- A copy of a valid government-issued ID for the name/names in signature requirement. Examples include driver's license, passport, or state or military ID cards.
- A copy of a voided check if you choose the monthly premium option.

Mail all documentation to:

Sun Life  
Attn: Group Conversion  
P.O. Box 9106  
Wellesley Hills, MA 02481

### A note about the costs

Your premium rates for this converted insurance depend on your age and the amount of coverage you select. You will find these rates on the Group Life Conversion Notice.

- **Your age:** The premium amount is based on your insurance age. Your insurance age is your age as of your birthday closest to the effective date of the policy. Your insurance age could be a year more than your current age, because of this calculation.
- **Your cost:** You can select an amount up to, but not more than, the amount of life insurance that was reduced or terminated. The minimum coverage amount is typically \$10,000. If you have less than \$10,000 of coverage, you must convert the full amount you are losing.
- **Your payments:** You determine whether to pay your premiums monthly, semi-annually, or annually. The option you choose will affect the amount of premium you pay. If you choose to pay monthly, you must authorize Sun Life Financial to set up an automatic bank draft with your bank. We will send you a Bank Authorization form, which you must complete and return to us with a voided check.

**If you have any questions, please call us at 800-247-6875, Monday through Friday, 8 a.m. to 8 p.m., ET.**

Group insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) in all states, except New York, under Policy Form Series ULN-2002, 93P-LH, 98P-ADD, 07-SL, 01C-LH-PT, GP-A, GC-A, ULN-2002-Rev-7-10, 12-GP-01, 12-DI-C-01, 12-SD-C-01, 13-SD-C-01, 12-SD-R-01, 13-SD-R-01, 12-AC-C-01, 12-AC-R-01, and 12-AC-R-02. In New York, group insurance policies are underwritten by Sun Life and Health Insurance Company (U.S.) (Lansing, MI) under Policy Form Series ULN-2013-NY-U, 13-GP-LH-01, 13-LF-C-01, 13-GPPORT-P-01, 13-LFPort-C-01, 13-ADD-C-01, 13-LTD-C-01, 13-LTD-P-01, 13-STD-C-01, 06P-NY-DBL, 07-NYSL REV 7-12, GP-A-1, and GC-A-1. Product offerings may not be available in all states and may vary depending on state laws and regulations.

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