



GROUP LIFE

Portability Kit

Solutions for employees making a career transition

Life insurance protection: You can take it with you

It makes sense to protect your family with life insurance. Fortunately, you can keep this important benefit even if you are changing jobs or careers. Your insurance has a portability option that allows you to “port” or carry your in-force coverage for yourself and any covered dependents, when you leave your job.

You have a limited time to act. If you want to continue your coverage, you must notify Sun Life Financial within 31 days or any extended notice period of the termination of your current employment. Please check your group insurance certificate or talk with your benefits administrator for specifics about your life insurance coverage.

Am I eligible to port my coverage?

You are eligible for portability without evidence of insurability if your employment terminates, and you:

- are under age 70,
- are not retiring,
- are not continuing insurance under any Continuation or Waiver of Premium provision,
- do not have a terminal sickness or injury, and
- are a resident of the United States or Canada.

What forms do I need to complete?

Your employer will give you two forms:

1. **Portability notice:** Your employer completes this form, but you need to mail it to Sun Life Financial with your application and payment. This form shows you how much coverage you had with your employer, including any spouse and/or child coverage and/or accidental death & dismemberment (AD&D), if applicable.
2. **Application:** This is for you to complete and mail to Sun Life Financial. We have two tools to help you make a decision: the portability notice explained above, and the worksheet in this kit.

How much will my coverage cost?

You have the option to keep the same coverage or decrease the amount.² While you are calculating your costs, here are three very important points to keep in mind.³

- **Basic and Voluntary Life:** If you have both Basic and Voluntary Life coverage, be sure to total the amount of coverage you want to port. For example, if you were insured for \$50,000 of Basic Life and \$200,000 of Voluntary Life, the amount of coverage would be \$250,000. You may port up to \$500,000 of Basic and \$500,000 of Voluntary Life insurance for yourself and each insured dependent. The total amount of all ported Life and AD&D coverage cannot exceed \$1,000,000 for each insured.
- **Accidental Death and Dismemberment (AD&D):** You can also port your AD&D insurance. The rate for AD&D insurance will be the same for you, your spouse and your dependents.
- **Dependent coverage:** The premium for children is based on the cost of Group Life coverage for one child, regardless of how many children you have. Therefore, all of your children will have the same amount of coverage. The premium for your spouse is based on your spouse's age.

Follow these directions to calculate the premium for your ported insurance.

Employee Premium calculation

1. Amount of insurance you are requesting for yourself	
2. Divide this amount by 1,000 (example: \$250,000 in requested insurance would equal 250)	
3. Enter the rate from the chart below for your current age and coverage	
4. Multiply the amount in line 2 by the rate in line 3	

Spouse Premium calculation

1. Amount of insurance you are requesting for your spouse	
2. Divide this amount by 1,000 (example: \$50,000 in requested insurance would equal 50)	
3. Enter the rate from the chart below for your spouse's current age and coverage	
4. Multiply the amount in line 2 by the rate in line 3	

Dependent Children Premium calculation

1. Amount of insurance you are requesting for your Dependent Children	
2. Divide this amount by 1,000 (example: \$10,000 in requested insurance would equal 10)	
3. Enter the rate from the chart below for your dependent child's current amount and coverage	
4. Multiply the amount in line 2 by the rate in line 3	

AD&D Premium Calculation

1. Total amount of AD&D insurance you are requesting for yourself, your spouse and your children (The amount of AD&D for each person must be equal or less than the amount of Life insurance you elected for each person.)	
2. Divide this amount by 1,000 (example: \$10,000 in requested insurance will equal 10)	
3. AD&D rate are the same for everyone	\$0.05
4. Multiply the amount in line 2 by the rate in line 3	

Total Premium calculation

Total the amounts from each line 4, this is your total monthly premium due with your application

Rates for portable Group Term Life (Rates and premium will increase as you and your covered spouse reach a new age range.)

Age	Employee Life only	Spouse Life only	Child Life only
0–19	\$ 0.13	\$ 0.13	\$ 0.22
20–24	\$ 0.13	\$ 0.13	
25–29	\$ 0.19	\$ 0.19	
30–34	\$ 0.23	\$ 0.23	
35–39	\$ 0.26	\$ 0.26	
40–44	\$ 0.29	\$ 0.29	
45–49	\$ 0.43	\$ 0.43	
50–54	\$ 0.65	\$ 0.65	
55–59	\$ 1.21	\$ 1.21	
60–64	\$ 1.86	\$ 1.86	
65–69	\$ 3.00	\$ 3.00	

1. These rates are monthly amounts per \$1,000 of coverage and became effective on November 1, 2018. These table rates may change at any time after your initial premium rate has been in effect for 12 months.

Where do I submit my application?

If your previous employer is not located in New York State:

Make out a check for your first premium to:

Sun Life Assurance Company of Canada

Mail your portability notice, application and check to:

Sun Life Assurance Company of Canada
Group Life Portability, SC 1220
One Sun Life Executive Park
Wellesley Hills, MA 02481

If your previous employer is located in New York State:

Make out a check for your first premium to: Sun Life and Health Insurance Company (U.S.)

Mail your portability notice, application and check to:

Sun Life and Health Insurance Company (U.S.)
Group Life Portability, SC 1220
One Sun Life Executive Park
Wellesley Hills, MA 02481

If your application is approved, you will receive a certificate of insurance illustrating all the benefits, terms, and conditions of your ported coverage.

After you make your first payment, our designated administrator, WageWorks, will bill you monthly for all future payments. You can contact WageWorks with any billing questions at 888-678-4881.

Note: If your ported coverage lapses because the premium was not paid, you will not be eligible to reinstate your ported coverage or apply for conversion.

I am not eligible for portability coverage.

Now what?

There are a few reasons why you may not be eligible for portability coverage, including:

- Your employer's group policy does not include portability.
- Your employer is terminating the group policy for all employees.
- You were not insured for Life before your termination date.
- You are age 70 or over.
- You are still employed by your employer but your hours have been reduced below the minimum number required for eligibility under the employer's group policy.
- Your insurance is being continued under Waiver of Premium or another continuation provision.
- You are retiring.
- You have a sickness or injury that is likely to be terminal.

Be sure to consult your certificate to see if all of these conditions apply to your group.

If you are ineligible for portability or if you prefer more permanent coverage, you may be able to apply for Group Life conversion. Conversion allows you to purchase an individual Life insurance policy from Sun Life. If you are insured for more than the portability maximum, you may also be eligible to convert the excess amount. You cannot convert any amount of coverage that you have chosen to port, and please note you cannot convert AD&D insurance.

To apply for conversion, call us at 800-247-6875 and ask for a Conversion Kit.

If you have any questions, call us at 800-247-6875,
Monday through Friday, 8 a.m. to 6 p.m., ET.

