

Group Life Portability  
Employee Kit

Solutions for employees making  
a career transition

# How to take your life insurance benefits with you

Did you know that you may be eligible to take your Group Life insurance benefits with you when you leave your job? It's called portability coverage, and it allows you to "port," or carry, your benefits with you when you move on. For most policies, you can also keep your portable coverage until age 70 (please check your group insurance booklet or certificate, or talk with your benefits administrator). You may be eligible to port the following:

- Basic Life
- Basic Dependent Life
- Basic AD&D
- Optional or Voluntary Life
- Optional or Voluntary Dependent Life
- Optional or Voluntary AD&D

The most important thing to remember is that you have a limited time to act. For most policies, the application deadline is 31 days after the date of your employment termination. However, some policies may have a later application deadline. Please check your group insurance booklet or certificate, or check with your benefits administrator to determine whether you can apply and your deadline to apply.

## I am eligible for portability coverage. Now what?

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 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 three tools to help you make a decision: the portability notice explained above and the worksheet and rate schedule to the right. You have the option to keep the same coverage or decrease the amount.<sup>1</sup>

## Calculating your costs

Before you begin, there are three very important points to keep in mind:<sup>2</sup>

- **AD&D:** If you had AD&D insurance coverage in addition to life insurance coverage, the amount of portable life coverage you choose will automatically include an equal amount of AD&D. So do not add AD&D to the amount of life coverage you choose.
- **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.

- **Basic and Optional Life:** If you are porting both Basic Life and Optional Life, be sure to total the two amounts. For example, if you were covered for \$50,000 of Basic Life and \$200,000 of Optional Life, the amount of coverage should be \$250,000.

## Example

This example is based on employee, life only, age 40.

### Step 1: Coverage amount

Enter the amount of coverage for you, your spouse, and child(ren). Do not add AD&D amount (if applicable).<sup>1</sup>

### Step 2: Units

Divide the amount in step 1 by 1,000 ( $\$100,000 \div 1,000 = 100$ ).

### Step 3: Rate

Refer to the "Rates for portable Group Term Life" chart to find your age and coverage. Refer to your portability notice to determine whether to use the life-only or life + AD&D rate. Enter the applicable rate.

### Step 4: Cost per month

Multiply the number in step 2 by the rate in step 3 ( $100 \times 0.26 = \$26.00$ ).

### Step 5: Total

Add the cost for employee, together with spouse and child(ren) if applicable.

### EXAMPLE WORKSHEET: Calculating your costs

	Step 1 Coverage amount	Step 2 Units	Step 3 Rates	Step 4 Cost per month
Employee, age 40, life coverage only	\$100,000	100 <small>(\$100,000 ÷ 1,000 = 100)</small>	\$0.26	\$26.00 <small>(100 × 0.26 = \$26.00)</small>
			<b>Step 5</b> Total cost per month	\$26.00

### Your turn

#### Your WORKSHEET: Calculating your costs

	Step 1 Coverage amount	Step 2 Units	Step 3 Rates	Step 4 Cost per month
Employee (self)				
Spouse (if eligible)				
Child(ren) (if eligible)				
			<b>Step 5</b> Total cost per month	

#### Rates for portable Group Term Life

Age	Employee Life only	Employee Life & AD&D	Spouse Life only	Spouse Life & AD&D	Child Life only	Child Life & AD&D
0–19	\$ 0.12	\$ 0.17	\$ 0.12	\$ 0.17	\$ 0.20	\$ 0.25
20–24	\$ 0.12	\$ 0.17	\$ 0.12	\$ 0.17		
25–29	\$ 0.17	\$ 0.22	\$ 0.17	\$ 0.22		
30–34	\$ 0.21	\$ 0.26	\$ 0.21	\$ 0.26		
35–39	\$ 0.24	\$ 0.29	\$ 0.24	\$ 0.29		
40–44	\$ 0.26	\$ 0.31	\$ 0.26	\$ 0.31		
45–49	\$ 0.39	\$ 0.44	\$ 0.39	\$ 0.44		
50–54	\$ 0.59	\$ 0.64	\$ 0.59	\$ 0.64		
55–59	\$ 1.10	\$ 1.15	\$ 1.10	\$ 1.15		
60–64	\$ 1.69	\$ 1.74	\$ 1.69	\$ 1.74		
65–69	\$ 2.73	\$ 2.78	\$ 2.73	\$ 2.78		

These rates are monthly amounts per \$1,000 of coverage and became effective January 1, 2009. Note: When you reach a new age range, your rates and premium will increase.

#### Step 6: Premium payment

You determine your payment plan. Select one:

**Annually:** Multiply the total cost per month by 12. Check the “annually” box in section 2 of the application. In the example:  $\$26.00 \times 12 = \$312.00/\text{year}$ .

**Semi-annually:** Multiply the total cost per month by 6. Check the “semi-annually” box in section 2 of the application. In the example:  $\$26.00 \times 6 = \$156.00$ , paid twice per year.

**Quarterly:** Multiply the total cost per month by 3. Check the “quarterly” box in section 2 of the application. In the example:  $\$26.00 \times 3 = \$78.00$ , paid four times per year.

## Submitting your application

Make out a check for your first premium, payable 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 4375  
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.

### Introducing Crosby Benefit Systems, Inc.

After you make your first payment, our designated administrator, Crosby Benefit Systems, will bill you for all future payments. You will receive correspondence and a payment coupon booklet from Crosby, and you can contact Crosby with any billing questions at 800-462-2235.

Note: If your ported coverage lapses due to not paying the premium, you will not be eligible to reinstate your ported coverage or apply for conversion (see details below).

## I am not eligible for portability coverage.

### Now what?

There are a few reasons why you may be ineligible for portability coverage, including the following:

- You were not insured for Life before your termination date.
- You are age 70 or over (refer to your certificate for specifics).
- Your employer's group policy does not include portability.
- You remain in employment with your employer but not at full-time status.
- Your work hours have been reduced below the minimum hours required for eligibility under your employer's group policy.
- Your insurance is being continued under the waiver of premium provision.

For some policies, the following would also make you ineligible for portability. Please refer to your plan booklet or certificate for more information if:

- You retire or have an injury or sickness that would have a material effect on your life expectancy.

If you are ineligible for portability or if you prefer more permanent coverage, you can apply for Group Life conversion. Conversion allows you to purchase an individual life insurance policy from Sun Life Assurance Company of Canada. You can also apply for conversion for any amount of Group Life insurance you had with your previous employer in excess of the \$500,000 portability maximum. However, you cannot port coverage that you chose to convert to an individual life insurance policy.

Talk with your benefits administrator about applying for conversion. You should receive a conversion notice, application, and kit.

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



One Sun Life Executive Park  
Wellesley Hills, MA 02481  
[www.sunlife.com/us](http://www.sunlife.com/us)

1. You are allowed to apply for portable coverage up to the amount of group life insurance that was in force prior to termination, and up to a maximum of \$500,000 for most policies. Please check your group insurance booklet or certificate, or ask your benefits administrator.
2. Your portable group life plan provides life and AD&D insurance only. It does not include Waiver of Premium or Accelerated Death Benefits, and it does not allow you to apply for an increase in coverage.

Group insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) under Policy Form Series 93P-LH, 98P-ADD, TDB Policy-2006, 02-SL, 07-SL, and 01C-LH-PT in all states except New York.

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