Request for Group Life Conversion Information

Instructions:

Policyholder (employer): This form should be completed and furnished to every employee who may have the conversion right.

Employee (person requesting information): Complete the employee section and immediately mail to the address to the right.

The Standard
Attn: Group Life Conversions
900 SW Fifth Avenue
Portland, OR 97204
Phone no.: 800-378-4668
Fax no.: 800-331-3397
Email: cbt@standard.com

Section 1: To be completed by employer

Group policyholder or plan name			Group no.	Class no.
Employee last name	First name	M.I.	Social Security no.	Date of birth (MMDDYYYY)
Gender ☐ Male ☐ Female	Marital status ☐ Married ☐ Single ☐ Divorced ☐ Widowed			Spouse date of birth
Job title			Annual salary $	Certificate no.
Effective date of coverage	Date last worked	Employment termination date		Insurance termination date

Reason for termination

☐ Termination of employment ☐ Reduction of coverage ☐ Death of employee – Spouse name: _____

☐ Termination of group policy ☐ Retirement ☐ Other (specify): _____

Coverage terminating:

Employee

Basic amount $ _____

Supplemental amount $ _____

Other $ _____

Total amount $ _____

Dependents

Spouse amount $ _____ Spouse name: _____

Children (each) amount $ _____

Child name: _____ Date of birth: _____

Child name: _____ Date of birth: _____

Child name: _____ Date of birth: _____

Child name: _____ Date of birth: _____

Is the employee/member on disability? ☐ Yes ☐ No

If yes, did he/she become disabled prior to age 60? ☐ Yes ☐ No

Is the employee/member disabled? ☐ Yes ☐ No

Has the insured member made an absolute assignment of group life insurance to be converted? ☐ Yes ☐ No

If yes, please attach a copy of the absolute assignment form.

This form will be handed to employee on _____

This form will be mailed to employee on _____

Employer representative signature X	Print name	Title	Date signed (MMDDYYYY)

Company street address	City	State	ZIP code	Email address	Company phone no.

Section 2: To be completed by employee

Do not mail this form to the Insurance Company* unless the top portion is completed and signed by employer. Your Group Term Life Insurance Benefits are terminating as indicated above. You may be eligible to convert to an individual life policy. After you promptly send this form to the Insurance Company, we will send you a description of the conversion plan, your premium rates and an application form. The application and first premium payment must be received by the Insurance Company within 31 days of the termination of your life insurance benefits, under your employer's group insurance policy.

Important notice: This is not an application for conversion of your group life plan coverage. Receipt of this form and subsequent information does not guarantee your eligibility to convert your group term life insurance.

Requestor last name	First name	M.I.	Relationship to employee	Phone no.
Street address	City	State	ZIP code	Email address

Requestor signature X	Date signed (MMDDYYYY)

*Used herein, 'Insurance Company' means: Standard Insurance Company, The Standard Life Insurance Company of New York.

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Si usted necesita ayuda en Español para entender este documento, puede solicitarlo sin ningun costo adicional llamando al número de servicio al cliente que se encuentra en este documento.