

*Employee Kit for
Group Life Portability*

Life Insurance

Options

*Solutions for employees
making a career transition*



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How to use this Kit

Before completing the Application provided by your employer, check with your employer to make sure you're eligible for Portability. If you are eligible, get a completed copy of the Sun Life Assurance Company of Canada Portability Notice from your employer. Then, follow these steps:

1. To calculate your cost, follow the directions on pages 3-4 of this Kit.
2. Complete the Application provided by your employer.
3. Make out a check for the first premium, payable to Sun Life Assurance Company of Canada.
4. Mail your Application and check in the enclosed envelope (if available) to:

Sun Life Assurance Company of Canada
Group Life Portability, SC 1219
One Sun Life Executive Park
Wellesley Hills, MA 02481

Important: We must receive your completed application **before the application deadline**. For most policies, the application deadline is 31 days after the date of your termination. However, some policies may be longer. Please check your group insurance booklet/certificate or check with your Benefit Administrator.

All about Group Term Life and AD&D Portability

If you're leaving your job, you may be able to continue your Group Term Life and Accidental Death and Dismemberment (AD&D) coverage. Under a special provision in your employer's group insurance policy called Portability, you can take advantage of the group insurance-type rates you had as an employee.

Portability is just what the name says. When your employment ends, Portability allows you to carry, or port, your Basic, Optional, or Dependent Life and/or AD&D insurance coverage with you. Portability is designed to bridge the gap in coverage when moving from one career to another. It helps you protect your family's financial security during a time of transition.

Limited time to enroll

Don't miss the opportunity to enroll. Sun Life Financial must receive your completed Application and premium payment before the application deadline. **For most policies, the application deadline is 31 days after the date of your termination.** However, some policies may be longer. Please check your group insurance booklet/certificate or check with your Benefit Administrator.

Ask your employer

Ask your employer if you are eligible for Portability before you apply. If you are eligible, get the Portability Notice from your employer. It details the amounts of Basic, Optional, or Dependent Life you may apply for. There are a few restrictions and limitations.

For example, if any of the following applies to you, you will be ineligible to apply for Portable coverage:

- You were not insured for Basic Life or Optional Life before your termination date
- You are age 65 or older (age 70 for some policies)
- Your employer's group policy does not include Portability
- You remain in employment with your Employer, other than a full-time basis
- 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 to apply for Portability. Please refer to your plan booklet/certificate for more information.

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

Even if you are ineligible for Portability, you may still be able to take advantage of our Group Life Conversion option. Conversion gives you another way to protect your family's financial security in a time of transition. Please refer to your plan booklet/certificate for complete information about Portability and Conversion.

If you were covered for any of the following types of group insurance, you may be eligible to purchase portable coverage after you leave your job:

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

Your ported group insurance coverage is backed by Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies, one of the largest and most highly-rated financial services companies in the world.

Questions?
Call 1-800-247-6875

More things to know about Portability

Portable Group Term Life insurance is different than the coverage you have with your employer:

	Group Life <i>Available through your employer</i>	Portable Group Life <i>Available directly to you</i>
Provides a benefit to your beneficiary(ies) in the event of your death	Yes	Yes
Provides waiver of premium if you become disabled	Yes	No
Provides a payment of 75% of your benefits during your lifetime if you become terminally ill (i.e. “accelerated benefits”)	Yes	No
Allows you to apply for increase in coverage	Yes	No

Here are some other things to know about Portability:

Term of Portable Coverage

You can keep your portable coverage until age 70.

Coverage Maximum

You are allowed to apply for portable coverage up to the amount in force prior to termination to a maximum of \$500,000.

Portability vs. Conversion

If you are not eligible for portable coverage, 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 also can apply for Conversion for any amount of Group Life insurance you had in force in excess of the \$500,000 Portability maximum.

Premium Payments

After you make your first premium payment (due at the same time you submit the application), Sun Life Financial—or its designated premium administrator—will bill you for all future premium payments.

Your premium billing statement will indicate the due date. If you do not make a payment due within the grace period, your coverage will lapse. The grace period is 31 days after the due date.

Important: If your ported coverage lapses because of non-payment of premium, you will not be eligible to reinstate your portable coverage, nor will you be eligible for Conversion.

Certificate of Insurance

Upon approval, you will receive a Certificate of Insurance illustrating all the benefits, terms and conditions of your ported coverage.

Questions?
Call 1-800-247-6875

Calculating your cost and completing the Application

The cost of portable coverage is based on how much coverage you select and your age. Here is what you'll need to determine your cost:

- The amount of coverage you had with your employer (shown in Section 3 of the Portability Notice provided to you by your employer)
- The rates on page 5 of this Kit
- The Portability Worksheet on the next page

Follow these steps:

1. Determine how much Life coverage you are eligible to apply for:

- You can keep the current amount of Life coverage you had with your employer, or decrease coverage.*
- On the completed Portability Notice provided by your employer, find the amount that you had on your termination date.
- If you are eligible for spouse and/or child coverage. Find the amount your spouse and child(ren) had on your termination date.
- Decide whether you want to keep your current amount of coverage, or reduce coverage. Do the same for your spouse and child coverage, if eligible.
- If you had Accidental Death & Dismemberment (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 coverage.

For example, an employee who applies for \$100,000 of portable Life will automatically receive \$100,000 of portable AD&D as well.

- Enter your chosen amount of portable coverage on Line 1 (Coverage Amount(s)) of the Portability Worksheet on the next page. Do the same for spouse coverage, if eligible. Just enter the Life coverage amount. Do not add AD&D to the amount.
- The premium for children is based on the cost of Group Term Life coverage for one child, regardless of how many children you have. Therefore, all of your children would have the same amount of Group Term Life coverage. If eligible, choose a coverage amount and enter it on Line 1 in the Child(ren) box.

2. Divide the amount you entered on Line 1 of the Worksheet by 1,000. Enter the result on Line 2 (Units). Do the same for spouse and child, if eligible.

For example, for \$100,000 of employee Group Term Life coverage, you would divide by 1,000 and enter 100 units in Box 2.

3. Use the rate chart on page 5. If your employer checked "Life-Only" in Section 3 of the Portability Notice, find the Life-Only rate for your age. If your employer checked "Life and AD&D" in Section 3 of the Notice, find the Life+AD&D rate.

Enter the rate for your age, your spouse's age and/or the child rate on Line 3 (Rate) of the Worksheet. Do the same for spouse and child, if eligible.

For example, an employee who is age 40 and applying for Life-Only would enter \$0.26.

The form is titled "Sun Life Assurance Company of Canada Portability Notice". It contains several sections:

- Employee Information:** Fields for "Name of group participant" and "Original group member".
- Coverage Information:** A section for "Employee name (first, middle, last)" with checkboxes for "Life only", "Life+AD&D", and "Optional Life". It also includes input fields for "Basic Life amount" and "Optional Life amount".
- Signature:** A line for the "Signature of person completing this form (employee administrative contact)".

See the Portability Notice (above) provided by your employer for the exact amount of Group Life coverage you had.

*Subject to a policy maximum of \$500,000.

Calculating your cost and completing the Application – *continued*

4. Multiply the amount you entered on Line 2 (Units) by the rate(s) you entered on Line 3. The result is your cost per month. Enter the result on Line 4 (Cost Per Month). In the example (Employee, Life-Only, age 40): Cost Per Month is \$26.00.
5. Add employee, spouse and child cost. Enter the sum on Line 5 in the Total box. Use Line 5 of the worksheet (Total) to add your employee, spouse and child costs together (if you are eligible for spouse and child portability).
6. Decide how you would prefer to pay premiums. Choose one of the following payment plans:
 - **Annually** (once per year):
Multiply cost per month (Line 4) by 12. Check the Annually box below and in Section 2 of the Application. Enter the result on Line 6 below.
In the example (Employee, Life-Only, age 40): $\$26.00 \times 12 = \312.00 .
 - **Semi-annually** (twice per year):
Multiply cost per month (Line 4) by six (6). Check the Semi-annually box below and in Section 2 of the Application. Enter the result on Line 6 below.
In the example (Employee, Life-Only, age 40): $\$26.00 \times 6 = \156.00 .
 - **Quarterly** (four times per year):
Multiply cost per month (Line 4) by three (3). Check the Quarterly box below and in Section 2 of the Application. Enter the result on Line 6 below.
In the example (Employee, Life-Only, age 40): $\$26.00 \times 3 = \78.00 .
7. Make out a check for the first premium payable to Sun Life Assurance Company of Canada. Enter the amount of your check (from Line 6 of the Worksheet) in the Premium Payment box in Section 2 of the Application.

8. Complete the rest of the Application according to the directions. Be sure to complete both sides of the Application and sign and date the form. Don't forget, we must receive the Application before the application deadline (usually 31 days after the date of your termination).

9. Mail your completed Application and premium check to:

Sun Life Assurance
Company of Canada
Group Life Portability, SC 1219
One Sun Life Executive Park
Wellesley Hills, MA 02481

Portability Worksheet				
	Example	Employee (You)	Spouse (If Eligible)	Child(ren) (If Eligible)
1. Coverage Amount - Enter the amount for you, your spouse and child(ren). Do not add AD&D amount (if applicable).*	(employee only, life only, age 40) \$100,000			
2. Units - Divide Line 1 by 1,000	100			
3. Rate - From the rate chart on the page 5. See the Portability Notice to determine whether to use the Life-Only or Life + AD&D rate.	\$.26			
4. Cost Per Month - Multiply Line 2 by Line 3	\$26.00			
5. Total - Add employee, spouse and child(ren) together	\$26.00			
6. Premium Payment (check one) <input type="checkbox"/> Annually <input type="checkbox"/> Semi-annually <input type="checkbox"/> Quarterly	\$312.00 <input checked="" type="checkbox"/> Annually			

***PLEASE NOTE:** If you are porting both Basic Life and Optional Life, be sure to total the two. For example, if you were covered for \$50,000 of Basic Life and \$200,000 of Optional Life, the amount of coverage on Line 1 should be \$250,000.

Rates for Portable Group Term Life

These rates are monthly amounts per \$1,000 of coverage and are effective January 1, 2007.

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		

Note: When you reach a new age range, your rates and the premium you pay will increase.

Questions?
Call 1-800-247-6875

The Portability Application

The Portability Application varies by type of plan and is not included in this kit. It will be provided separately by your employer.

Important

Receipt of this kit does not certify eligibility for benefits under the plan.

Questions?

Please call Sun Life Financial at 1-800-247-6875. Representatives in our Customer Service Center will be happy to answer questions about Portability, verify rates, and help you calculate your premium amount.



Underwritten by:
Sun Life Assurance Company of Canada
One Sun Life Executive Park
Wellesley Hills, Massachusetts 02481
www.sunlife-usa.com

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

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