

Life insurance Conversion

General information
and best practices



Information and instructions on how to apply for conversion.

Conversion allows your employee (and his or her dependent) the opportunity to convert life insurance coverage to an individual whole life policy without submitting evidence of insurability. Conversion is available when life insurance reduces due to age, ends because your employee is no longer eligible or employed, or when the policy terminates.

Employer responsibilities.

- You need to complete the Employer section (Part A) of the Individual Life Conversion Request for Information form.
- Give this form to your employee and instruct them to fill out Part B.

To find and download the appropriate forms, log in to: uhcfinancialprotection.com

Employee responsibilities.

Your employee must complete Part B of the Individual Life Conversion Request Form. Your employee should then mail or fax the entire completed form.

Mail to:

HRMP
Life Conversion Facility
300 Rosewood Drive, Suite 250
Danvers, ME 01923

or Fax to:

1-978-762-4767

The information will be processed and the quote package will be sent to your employee's home. The quote package will provide rates and an individual application so your employee and his or her insured dependents (if applicable) can continue the conversion process. **Your employee must complete the application and make payment for the converted coverage within the conversion period (usually, but not always 31 days after their insurance period ends).**

Timing is important.

To issue a whole life policy for conversion, the application provided in the quote package and the necessary payment must be received within the conversion period (usually, but not always, 31 days after employee coverage ends).

We cannot accept payment and application beyond the conversion period. This means that you and your employee must complete the **Individual Life Conversion Request for Information (the Form)** as soon as possible; with your help we want to be able to send the quote package to your employee with enough time to allow them to review the quote, make a decision and return the completed conversion application with payment to us.

- **Early request:** If your employee provides the completed Form early in the conversion period, there will be time for the conversion department to send the employee a quote package. In addition to providing the quote and application, the package information will advise them of the date the completed application and premium check must be received at the conversion facility. This date will be prior to the end of the conversion period.

- **Request made close to the end of the Conversion Period:** If the Form is completed near the end of the conversion period, your employee should call the Conversion Department at **1-888-999-4767** for a quote. Make sure your employee tells the Conversion Department their insurance termination date.

Once the application and check have been received, your employee will be billed directly.

Employers: Please note.

- The Individual Life Conversion Request for Information form has one line for the amount of coverage. Please separate how much basic and how much supplemental life coverage your employee has in that section. (Example: Basic Life – \$20,000, Supp Life – \$100,000.) This may eliminate questions that could arise and help speed the application process.
- In the unfortunate event that death occurs during the conversion period but before converting coverage, we will assume that your employee would have converted his or her life insurance during the conversion period. Please note that this assumption ends after that period, unless the application has already been received.

If your employee has questions, he or she can call the Conversion department at **1-888-999-4767**.

This is an overview of the Life Conversion Benefit; please refer to your Policy and the Unimerica Life Insurance Company of New York Conversion Department for additional specifics surrounding the requirements for this option.

Life products are provided by Unimerica Life Insurance Company of New York. This policy includes exclusions, limitations, reductions of benefits, and terms under which the policy may be continued in force or discontinued. For costs and complete details of the coverage, call or write your insurance agent or the company. Unimerica Life Insurance Company of New York is located in New York, NY.