



Frequently Asked Questions About Portability and Conversion¹

What Do Portability and Conversion Mean?

Portability allows eligible insured employees to “port” (or buy) Group Life insurance coverage because their employment is being voluntarily or involuntarily terminated. Dependents coverage may also be continued. Conversion allows eligible insured employees to convert some or all of their Group Life coverage to an individual whole Life insurance policy when their coverage is reduced or terminated for any reason other than non-payment of premiums. There are eligibility restrictions when the group policy is terminated or amended, and more details are provided below.

AD&D insurance is not eligible for conversion.

What Are the Eligibility Requirements?

Under our portability provision, insured employees whose employment is terminating may port their Life, and Accidental Death and Dismemberment (AD&D) insurance for themselves and their dependents, as well as any Dependents Life insurance amounts,² if they are:³

1. Under the age of 65
2. Have been insured for at least 12 consecutive months (coverage under the prior plan qualifies) and
3. Are able to perform the material duties of at least one gainful occupation

If employees do not buy Life insurance for themselves, they may not purchase any other insurance coverages. Under our conversion provision, insured employees may convert their Life and Dependents Life insurance if:

1. Their insurance is ending or reducing and
2. They are not losing coverage due to the non-payment of premiums

If the group policy is terminated or amended to reduce or eliminate insurance while the insured employee is still employed, he or she may be eligible to convert a portion of their coverage if the insured was covered under the policy for a specific period of time. The specific period of time varies by state and is stated in the group policy.

If insured employees meet the eligibility requirements for both portability and conversion, they may port and convert their coverage. However, the combined amounts of insurance purchased under the portability coverage and the conversion coverage cannot exceed the amount in effect under your Group Insurance policy on the day before their employment ended.

Can Insured Employees Port If Their Termination Is Due to Retirement?

Yes, providing the insured employee is not insured or eligible for Life insurance as part of a retiree class under your Group Insurance policy.

Can an Insured Employee Convert If Their Termination Is Due to Retirement?

Yes, he or she can convert any amount that is ending or reducing, except any portion of their Life insurance that is continued as part of a retiree class under your Group Insurance policy.



What Are the Minimum and Maximum Amounts for Porting or Converting?

Employees may port the amount of insurance they had in force for themselves, their spouses and children up to the maximum amount stated in the Insurance Eligible for Portability section of the Group Insurance policy. Employees may port a lesser amount of insurance than they had in force for themselves, their spouses and children, but the amounts cannot be below the minimum amount stated in the Insurance Eligible for Portability section of the Group Insurance policy.

For conversion, the maximum amount eligible is the amount of life insurance in force on the date coverage terminates. The minimum amount is \$2,000 for the employee and their spouse and \$1,000 for their children. If an insured employee loses coverage because of a policy termination or amendment, only those covered under the policy for a specified period will be eligible to convert, and there are limits on the amount that can be converted. These limits vary by state and are shown within your Group Insurance policy.

How Much Does It Cost to Port or Convert?

Portability has tobacco and non-tobacco age-graded rates. These rates will be different than the rates insureds were paying under your Group Insurance policy. Conversion rates are based on the state of residence and the age of the insured when they apply for coverage. Please contact The Standard for detailed rate information.

What Is My Responsibility for the Employer Statement?

You are responsible for completing the Employer Statement and returning it along with applicable enrollment forms to employees, so that they may submit the information with their application for coverage.

How Much Time Does an Insured Employee Have to Apply for Portability and Conversion?

The deadline for an insured employee to apply and pay the premium for portability is 31 days after employment termination.⁴ For conversion, the deadline for an insured employee to apply and pay the premium is 31 days after coverage was reduced or ended.⁴ Please note that the termination date for employment may differ from the termination date for coverage.

You should give notification of the options to port or convert as soon as possible from the date of employment termination or reduction of coverage, so that insured employees can respond in a timely manner.

Do Employers Need to Keep a Record of Providing Portability/Conversion Information?

Yes. Employers must maintain documentation confirming that employees were provided the required portability and conversion information.

To make this easier, we've developed a [Port/Conversion Notification Record](#) that you may use for this purpose. You may also continue using your own internal documentation process, as long as it captures all the information outlined in the Notification Record. We will only ask for copies of your documentation if we need them.

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Page 2 of 2

¹ Please consult your policy for availability, terms and conditions in your state.

² Provided that these coverages are available under your Group Life policy with The Standard and were elected by the insured employee.

³ In Massachusetts, insured employees are eligible if their employment terminates. In North Carolina, insured employees are eligible if their employment terminates, they have been insured for at least 12 months, and they are under age 65.

⁴ This period varies by policy.

GP190-LIFE/S399, GP899-LIFE, GP190-LIFE/A997/S399, GP190-LIFE/S214, GP411-LIFE

These policies have exclusions, limitations, reduction of benefits, and terms under which the policy may be continued in force or terminated. Please contact The Standard for additional information, including costs and complete details of coverage.

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