



1-888-252-3607

## **How You Can Continue Your Group Term Life Insurance – (Portability)**

### **What is Portability?**

Portability or porting is an optional feature chosen by your former employer. It allows employees and dependents to continue their Group Term Life and Accidental Death and Dismemberment (AD&D) insurance under a separate group policy.

Once enrolled MetLife will mail you a portable certificate and your initial bill including instructions on how to set up the monthly Electronic Funds Transfer (EFT). The instructions to set up EFT can be found on the back of your bill.

- Your first bill will also include any retroactive premium due from the effective date of your portable coverage and an administrative fee. The current administrative fee is \$1.00 per statement.

### **Why is Portable Coverage Important?**

Portable coverage provides security and helps eliminate gaps in coverage that you may experience during a time of transition, even if your employment ends.

### **How Much Time Do I Have To Elect Portability?**

- If the **Date of This Notice** (see Part A on page 1 of the attached Election of Portable Coverage Form) is within 15 days after your coverage ends, you will have 31 days after your coverage ended to enroll.

**Example:**

if coverage ended	Date of This Notice	to enroll for portable coverage, you will have until	your portable coverage will be effective
July 31	August 8	August 31	September 1
July 31	August 15	August 31	September 1

- If the **Date of This Notice** (see Part A on page 1 of the attached Election of Portable Coverage Form) is given more than 15 days after your coverage ended, you will have 45 days from the Date of This Notice to enroll.

**Example:**

if coverage ended	Date of This Notice	to enroll for portable coverage, you will have until	your portable coverage will be effective
July 31	August 16	September 30	September 1
July 31	August 23	October 7	September 1

- Under **no** circumstances will the option to port be extended past 91 days after the date coverage ended under your former employer's plan.

**How Do I Enroll For Portable Life And AD&D Insurance Coverage For Myself And My Dependents?**

1. Complete Part B beginning on page 1 of the attached Election of Portable Coverage Form and be sure to answer all sections.
2. Complete, sign and date the Designation of Beneficiary for Your Life Benefits (Part C of the attached Election of Portable Coverage Form).

**What Needs To Be Mailed To Complete My Enrollment?**

You must return:

- a) Your Election of Portable Coverage Form, including information for yourself and if applicable your spouse/domestic partner and child(ren) (Part A and Part B); and
- b) Designation of Beneficiary for Your Life Benefits (Part C)

Mail all correspondence to:

**MetLife Recordkeeping and Enrollment Services**

**P.O. Box 14401**

**Lexington, KY 40512-4401**

**Or Fax to: 1-866-545-7517**

**Please Note:** Certain benefits and provisions that were available under the employer's group policy will no longer be applicable or may be different under your portable coverage.

**For questions or assistance, contact the MetLife Customer Service Center toll-free at 1-888-252-3607, Monday – Friday between the hours of 8:00 a.m. and 11:00 p.m. (EST).**



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**ELECTION OF PORTABLE COVERAGE FORM**

**Instructions to the Recordkeeper:** (The Recordkeeper is the party designated to maintain records of coverage in effect prior to the Employee becoming eligible to Port. The Recordkeeper may be the Employer, a Third Party Administrator (TPA) or MetLife.)

1. Immediately upon the Employee's eligibility for Portability, complete Part A below and Column 1 of the table on page 2 and then make a copy of this form.
2. If the Reason for the Portability Eligibility is Death of the Employee or Divorce, complete all of the fields in Part A below with the Spouse/Domestic Partner's information, not the Employee's information. In the column for Amount of Insurance Terminated, leave the Employee amounts blank and enter the Dependent Spouse/Domestic Partner/Domestic Partner and Dependent Child(ren) amounts as applicable.
3. Provide the Employee (or Spouse/Domestic Partner in the event of Death of the Employee or Divorce) with the original or mail it to their last known address.
4. Maintain a copy for your records.

<b>Part A – TO BE COMPLETED BY THE RECORDKEEPER</b>		<b>Date of This Notice (ex. MM/DD/YYYY):</b>
<b>Employer's Name:</b>		<b>Group Customer No.:</b>
<b>Employee Name: (First, Middle, Last)</b>		<b>Date Coverage Ended:</b>
<b>Employee's Mailing Address: (Street, City, State Zip)</b>		
<b>Has coverage been assigned?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify coverage assigned _____ and attach a copy of assignment form. If coverage has been assigned this form must be mailed to the owner.		
<b>Employee's Basic Annual Earnings:</b> \$	<b>Reason for Insured's Portability Eligibility:</b>	
<b>Recordkeeper's Name:</b>		
<b>Print name of person at Recordkeeper completing Part A:</b>		<b>Telephone Number:</b>

<b>Part B – TO BE COMPLETED BY THE EMPLOYEE</b>		
<b>Employee's Email Address:</b>		<b>Employee's Home Telephone No.:</b>
<b>Social Security Number:</b>	<b>Date of Birth: (ex. MM/DD/YYYY)</b>	<b>Sex (M/F):</b>

Please retain a copy of the fully-completed form for your records and return the original to MetLife Customer Service Center. If you have any questions, please call 1-888-252-3607 Monday – Friday between the hours of 8:00 a.m. and 11:00 p. m. (EST).

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## Part B (continued) – ELECTION OF PORTABLE COVERAGE FORM

To be Completed by the Recordkeeper (Shaded areas to be completed by the Recordkeeper).		To be Completed by the Employee (For each Type of Coverage, please indicate whether you want to continue, discontinue, increase, or decrease the amount of insurance in the shaded column. Select just one option for each Type of Coverage).		
		Continue coverage	Discontinue coverage	Decrease coverage
Type of Coverage	Amount of Insurance Terminated Insert the actual \$\$ amount of coverage (i.e. \$50,000)	I want to <u>continue</u> the same amount of insurance in the shaded column.	I want to <u>discontinue</u> the insurance in the shaded column.	I want to <u>decrease</u> my insurance in the shaded column by the following amount. (Ex. \$30,000 means you want to decrease your insurance amount in column 1 by \$30,000).

Employee <sup>1,2</sup>				
Basic Life	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	– \$ _____
Basic Life and AD&D <sup>3</sup>	Life: \$ _____ AD&D: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	– Life: \$ _____ – AD&D: \$ _____
Supplemental/Optional Life	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	– \$ _____
Supplemental/Optional Life and AD&D <sup>3</sup>	Life: \$ _____ AD&D: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	– Life: \$ _____ – AD&D: \$ _____
Voluntary AD&D	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	– \$ _____
<input type="checkbox"/> Employee Only <input type="checkbox"/> Employee + Dependents				

Dependent Spouse/Domestic Partner <sup>1,2,4</sup>				
Dependent Life	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	– \$ _____
Dependent Life and AD&D <sup>3</sup>	Life: \$ _____ AD&D: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	– Life: \$ _____ – AD&D: \$ _____
Voluntary AD&D <sup>3,5</sup>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	– \$ _____

Dependent Child(ren) <sup>2,4</sup>				
Dependent Life	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	– \$ _____
Dependent Life and AD&D <sup>3</sup>	Life: \$ _____ AD&D: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	– Life: \$ _____ – AD&D: \$ _____
Voluntary AD&D <sup>3,5</sup>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	– \$ _____

<sup>1</sup> The maximum amount the employee can continue on a portable basis is \$1,000,000. The maximum amount the spouse/domestic partner can continue on a portable basis is \$250,000.

<sup>2</sup> In order to port coverage for yourself or your dependents, you must have had that coverage under your former plan at the time of your coverage termination.

<sup>3</sup> AD&D coverage is not available without Life Insurance coverage. AD&D amount selected will be equal to the Life Insurance amount and must be in effect at time of termination. However, your VAD&D amount can be more than your Life insurance amount.

<sup>4</sup> Subject to state limits, the Dependent Spouse/Domestic Partner amount can be greater than the Employee Amount. For Employee and Spouse/Domestic Partner coverage: Spouse/Domestic Partner minimum is \$2,500. The Child minimum is \$1,000.

<sup>5</sup> Use these fields only when Voluntary AD&D is being requested for the Spouse/Domestic Partner and/or Child because of the death of the Employee or divorce.

NOTE: All coverage amounts are subject to applicable state laws.

**Please retain a copy of the fully-completed form for your records and return the original to MetLife Customer Service Center. If you have any questions, please call 1-888-252-3607 Monday – Friday between the hours of 8:00 a.m. and 11:00 p. m. (EST).**

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**Part B (continued) – ELECTION OF PORTABLE COVERAGE FORM – TO BE COMPLETED BY EMPLOYEE**

Name(s) of eligible dependent(s) for whom coverage is requested (If additional space is needed, attached a separate sheet of paper, sign and date)				
Dependent	Name (First, Middle, Last)	SSN	Sex (M/F)	Date of Birth (MM/DD/YYYY)
Spouse/Domestic Partner				
Child				
Child				
Child				

**Part C – TO BE COMPLETED BY THE EMPLOYEE**

**DESIGNATION OF BENEFICIARY FOR YOUR LIFE INSURANCE (Dependent Life Insurance is payable as specified in the Certificate) Only check one of the following boxes.**

- I designate the following person(s) as my primary beneficiary(ies) for my portable term coverage(s). With such designation any previous designation of a beneficiary for such coverage is hereby revoked.
- My designation of beneficiary is on a separate form which is signed, dated and attached.

The amount of insurance that is paid to you or your beneficiary will be decreased by any amount of contribution owed to MetLife.

Check if you need more space for additional beneficiaries and attach a separate page. Include all beneficiary information, and sign/date the page.

Full Name (First, Middle, Last)	Social Security #	Date of Birth (MM/DD/YYYY)	Relationship	Share %
Address (Street, City, State, Zip)			Phone #:	
Full Name (First, Middle, Last)	Social Security #	Date of Birth (MM/DD/YYYY)	Relationship	Share %
Address (Street, City, State, Zip)			Phone #:	
Full Name (First, Middle, Last)	Social Security #	Date of Birth (MM/DD/YYYY)	Relationship	Share %
Address (Street, City, State, Zip)			Phone #:	

**Payment will be made in equal shares or all to the survivor unless otherwise indicated. TOTAL: 100%**

If all the primary beneficiary(ies) die before me, I designate as contingent beneficiary(ies):

Full Name (First, Middle, Last)	Social Security #	Date of Birth (MM/DD/YYYY)	Relationship	Share %
Address (Street, City, State, Zip)			Phone #:	
Full Name (First, Middle, Last)	Social Security #	Date of Birth (MM/DD/YYYY)	Relationship	Share %
Address (Street, City, State, Zip)			Phone #:	

**Payment will be made in equal shares or all to the survivor unless otherwise indicated. TOTAL: 100%**

**DECLARATION AND SIGNATURE**

The person signing below acknowledges that they have read and understand the statements and declarations made in this election form.

Before signing this election form, please read the warning below:

**New York (only applies to Accident and Health Benefits): Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.**



Signature of Insured/Owner



Date Signed (MM/DD/YYYY)

**Please Note:** MetLife needs to receive the original. The signature and date above may not be altered.

**Please retain a copy of the fully-completed form for your records and return the original to MetLife Customer Service Center. If you have any questions, please call 1-888-252-3607 Monday – Friday between the hours of 8:00 a.m. and 11:00 p. m. (EST).**

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**TABLE A  
LIFE INSURANCE ONLY MONTHLY TERM RATES**

**RATE SHEET  
Schedule of Monthly Portable Group Life Insurance Term Rates  
For Insured and Dependents**

Rates (cost per \$1,000 of coverage per month) are based on the Insured's age and Dependent Spouse/Domestic Partner's age as of the first of the month following the insured's birthday. Rates are subject to change. An administrative fee may also apply.

**Sample monthly premium calculation for an insured age 45, electing \$50,000 of portable coverage**

$$\$50,000 \div \$1,000 = 50 \times \$0.334 = \$16.70 + \$1.00 = \$17.70$$

Amount of coverage selected  $\div$  \$1,000 = # of units  $\times$  Rate based on age 45 = Monthly insurance premium  $+$  Admin fee = Monthly total due

AGE	INSURED RATE	DEPENDENT SPOUSE/ DOMESTIC PARTNER RATE
15	\$0.106	\$0.106
16	\$0.120	\$0.120
17	\$0.129	\$0.129
18	\$0.137	\$0.137
19	\$0.141	\$0.141
20	\$0.142	\$0.142
21	\$0.153	\$0.153
22	\$0.146	\$0.146
23	\$0.131	\$0.131
24	\$0.122	\$0.122
25	\$0.115	\$0.115
26	\$0.115	\$0.115
27	\$0.107	\$0.107
28	\$0.107	\$0.107
29	\$0.107	\$0.107
30	\$0.107	\$0.107
31	\$0.107	\$0.107
32	\$0.115	\$0.115
33	\$0.115	\$0.115
34	\$0.122	\$0.122
35	\$0.131	\$0.131
36	\$0.138	\$0.138

AGE	INSURED RATE	DEPENDENT SPOUSE/ DOMESTIC PARTNER RATE
37	\$0.153	\$0.153
38	\$0.168	\$0.168
39	\$0.184	\$0.184
40	\$0.202	\$0.202
41	\$0.224	\$0.224
42	\$0.248	\$0.248
43	\$0.275	\$0.275
44	\$0.302	\$0.302
45	\$0.334	\$0.334
46	\$0.370	\$0.370
47	\$0.410	\$0.410
48	\$0.454	\$0.454
49	\$0.500	\$0.500
50	\$0.552	\$0.552
51	\$0.610	\$0.610
52	\$0.673	\$0.673
53	\$0.743	\$0.743
54	\$0.811	\$0.811
55	\$0.896	\$0.896
56	\$0.987	\$0.987
57	\$1.091	\$1.091
58	\$1.204	\$1.204

AGE	INSURED RATE	DEPENDENT SPOUSE/ DOMESTIC PARTNER RATE
59	\$1.328	\$1.328
60	\$1.470	\$1.470
61	\$1.624	\$1.624
62	\$1.796	\$1.796
63	\$1.987	\$1.987
64	\$2.202	\$2.202
65	\$2.436	\$2.436
66	\$2.682	\$2.682
67	\$2.904	\$2.904
68	\$3.139	\$3.139
69	\$3.399	\$3.399
70	\$3.691	N/A
71	\$4.022	N/A
72	\$4.400	N/A
73	\$4.828	N/A
74	\$5.292	N/A
75	\$5.785	N/A
76	\$6.359	N/A
77	\$6.958	N/A
78	\$7.585	N/A
79	\$8.262	N/A

**TABLE B  
LIFE INSURANCE ONLY  
MONTHLY TERM RATES**

AGE	DEPENDENT CHILD(REN) RATE
N/A	\$0.162

**TABLE C  
VAD&D LIFE INSURANCE ONLY  
MONTHLY TERM RATES**

VAD&D EMPLOYEE ONLY RATE	VAD&D FAMILY RATE
\$0.035	\$0.05

Please Note: The Dependent Child(ren) Rate is based on a flat monthly rate. Each child is covered for the same amount regardless of the number of children covered under the policy

**TABLE A  
LIFE INSURANCE ONLY MONTHLY TERM RATES**

**RATE SHEET  
Schedule of Monthly Portable Group Life and AD&D Insurance Term Rates  
For Insured and Dependents**

Rates (cost per \$1,000 of coverage per month) are based on the Insured's age and Dependent Spouse/Domestic Partner's age as of the first of the month following the insured's birthday. Rates are subject to change. An administrative fee may also apply.

**Sample monthly premium calculation for an insured age 45, electing \$50,000 of portable coverage**

$$\$50,000 \div \$1,000 = 50 \times \$0.369 = \$18.45 + \$1.00 = \$19.45$$

Amount of coverage selected  $\div$  \$1,000 = # of units  $\times$  Rate based on age 45 = Monthly insurance premium  $+$  Admin fee = Monthly total due

AGE	INSURED RATE	DEPENDENT SPOUSE/ DOMESTIC PARTNER RATE
15	\$0.141	\$0.131
16	\$0.155	\$0.145
17	\$0.164	\$0.154
18	\$0.172	\$0.162
19	\$0.176	\$0.166
20	\$0.177	\$0.167
21	\$0.188	\$0.178
22	\$0.181	\$0.171
23	\$0.166	\$0.156
24	\$0.157	\$0.147
25	\$0.150	\$0.140
26	\$0.150	\$0.140
27	\$0.142	\$0.132
28	\$0.142	\$0.132
29	\$0.142	\$0.132
30	\$0.142	\$0.132
31	\$0.142	\$0.132
32	\$0.150	\$0.140
33	\$0.150	\$0.140
34	\$0.157	\$0.147
35	\$0.166	\$0.156
36	\$0.173	\$0.163

AGE	INSURED RATE	DEPENDENT SPOUSE/ DOMESTIC PARTNER RATE
37	\$0.188	\$0.178
38	\$0.203	\$0.193
39	\$0.219	\$0.209
40	\$0.237	\$0.227
41	\$0.259	\$0.249
42	\$0.283	\$0.273
43	\$0.310	\$0.300
44	\$0.337	\$0.327
45	\$0.369	\$0.359
46	\$0.405	\$0.395
47	\$0.445	\$0.435
48	\$0.489	\$0.479
49	\$0.535	\$0.525
50	\$0.587	\$0.577
51	\$0.645	\$0.635
52	\$0.708	\$0.698
53	\$0.778	\$0.768
54	\$0.846	\$0.836
55	\$0.931	\$0.921
56	\$1.022	\$1.012
57	\$1.126	\$1.116
58	\$1.239	\$1.229

AGE	INSURED RATE	DEPENDENT SPOUSE/ DOMESTIC PARTNER RATE
59	\$1.363	\$1.353
60	\$1.505	\$1.495
61	\$1.659	\$1.649
62	\$1.831	\$1.821
63	\$2.022	\$2.012
64	\$2.237	\$2.227
65	\$2.471	\$2.461
66	\$2.717	\$2.707
67	\$2.939	\$2.929
68	\$3.174	\$3.164
69	\$3.434	\$3.424
70	\$3.726	N/A
71	\$4.057	N/A
72	\$4.435	N/A
73	\$4.863	N/A
74	\$5.327	N/A
75	\$5.820	N/A
76	\$6.394	N/A
77	\$6.993	N/A
78	\$7.620	N/A
79	\$8.297	N/A

**TABLE B  
LIFE INSURANCE ONLY  
MONTHLY TERM RATES**

AGE	DEPENDENT CHILD(REN) RATE
N/A	\$0.209

**TABLE C  
VAD&D LIFE INSURANCE ONLY  
MONTHLY TERM RATES**

VAD&D EMPLOYEE ONLY RATE	VAD&D FAMILY RATE
\$0.035	\$0.05

Please Note: The Dependent Child(ren) Rate is based on a flat monthly rate. Each child is covered for the same amount regardless of the number of children covered under the policy