



Frequently Asked Questions About Portability and Conversion¹

What Is Portability?

Portability means eligible employees can “port,” or transfer, their existing Group Life policy. It allows them to maintain their life insurance coverage when their employment was voluntarily or involuntarily terminated. Dependents, such as spouses or children, may also have continued coverage.

What Is Conversion?

Conversion refers to the process that allows eligible employees to change their Group Life insurance coverage to an individual Whole Life insurance policy. It occurs when the employee’s policy is reduced or terminated for reasons other than nonpayment of premiums. There are eligibility restrictions when the group policy is terminated or amended. There are more details below.

Accidental Death and Dismemberment insurance, or AD&D, isn’t eligible for conversion.

What Are the Eligibility Requirements?

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

1. Under the age of 75
2. Have been insured for at least 12 consecutive months (coverage under the prior plan qualifies)³
3. Able to perform the material duties of at least one gainful occupation

If employees do not buy Life insurance for themselves, they may not buy 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
2. They aren’t losing coverage due to the nonpayment of premiums

If the group policy is terminated or amended to reduce or eliminate insurance while the insured employee is still employed, they may be eligible to convert a portion of their coverage if the insured was covered under the policy for a specific period of time.

Eligible employees can port and convert their coverage if they meet the requirements for both options. However, combined insurance amounts from portability and conversion can’t exceed the coverage in effect before employment ended.

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

Yes. Employees can port the amount of insurance they had on the day their employment ends. However, it’s minus any amount continued as part of a retiree class, up to the maximum port amount stated in the Insurance Eligible for Portability section of the Group Insurance policy.

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

Yes. They 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. The maximum amount is in the Insurance Eligible for Portability section of the Group Insurance policy. Employees may port a lesser amount of insurance as well. The amounts can't be below the minimum amount stated in the 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. There are also limits on the amount that can be converted. These limits vary by state and are in 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 the insured 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're responsible for completing the Employer Statement and returning it along with applicable enrollment forms to employees. That way, they can 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. 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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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 North Carolina, insured employees are eligible if their employment terminates, they have been insured for at least 12 months, and they are under age 75.

4 This period varies by policy.

GP1219-LIFE, GP1219-LIFE-ASSOC, GP1219-LIFE-TRUST, GP190-LIFE/S399, GP899-LIFE, GP190-LIFE/A997/S399, GP190-LIFE/S214

The Group Life Portability Insurance Policy contains the complete terms of coverage, including limitations, exclusions, reductions and conditions under which Group Life Portability Insurance ends. The policy terms for Group Life Portability Insurance are different from those provided under your employer's group insurance plan with The Standard.

The Standard is a marketing name for StanCorp Financial Group, Inc. and subsidiaries. Insurance products are offered by Standard Insurance Company of 1100 SW Sixth Avenue, Portland, Oregon in all states except New York. Product features and availability vary by state and are solely the responsibility of Standard Insurance Company.