



## Portability vs. conversion

With Sun Life Financial Group Life and AD&D plans, employees can take their coverage with them by porting or converting. Portability and conversion help employees keep coverage when they are no longer eligible for the employer-sponsored group plan. Here's how portability and conversion work.

### About portability

Portability means that you take with you—or “port”—your group coverage after employment ends. Porting is a good solution for employees who are 69 years old or younger and are not terminating employment due to retirement, illness, or injury. Ported coverage is term life insurance to age 70, and the employee pays premium for coverage directly to Sun Life.

Porting is available with Basic, Optional, and Voluntary Life and AD&D plans. Other eligibility and state restrictions may apply.

### About conversion

Conversion means you change—or “convert”—your group coverage to an individual policy without having to answer any medical questions. Conversion may be a good solution for employees who are leaving a job, reducing hours, retiring, or have reached an age when group coverage may be reduced or eliminated. Converted coverage is permanent universal life insurance.

Our conversion option is called Sun Universal ProtectorPlus and is available with Basic, Optional, and Voluntary Life coverage.

### We make it easy

We understand that benefits administrators are busy managing personnel changes when portability and conversion become an issue. That's why we help to make these options easy for employers to communicate and easy for employees to understand.

For employers, we can provide standard portability and conversion notices. For employees, we provide portability and conversion kits with instructions for taking their Sun Life plans with them. Employees then call our customer service representatives, who will review the employee's coverage and assist them with their application.

Once we have enrolled an employee, we take care of them through the duration of their coverage with Sun Life.

To learn more about how portability and conversion add value to Life and AD&D plans, call your local Sun Life group representative.

## Portability vs. conversion with Sun Life plans

	Portability	Conversion
<b>Description</b>	Term life insurance protection up to age 70	Permanent universal life insurance, called Sun Universal ProtectorPlus
<b>Availability</b>	Portability is available with: <ul style="list-style-type: none"> <li>• Basic Life and AD&amp;D</li> <li>• Optional Life and AD&amp;D</li> <li>• Voluntary Life and AD&amp;D</li> </ul>	Conversion is available with: <ul style="list-style-type: none"> <li>• Basic Life</li> <li>• Optional Life</li> <li>• Voluntary Life</li> </ul>
<b>Coverage amounts</b>	Employee may port the same coverage amounts as he/she had under the group policy, up to \$500,000.	Employees may convert up to the amount of coverage that is being terminated or reduced.
<b>Eligibility</b>	To be eligible for portability, the employee must: <ul style="list-style-type: none"> <li>• be covered under a group policy that includes portability</li> <li>• be 69 years old or younger</li> <li>• not be retiring</li> <li>• not have an illness or injury with a material impact on life expectancy</li> <li>• complete and submit the completed application and premium payment to Sun Life within 31 days of status change or as stated in the policy</li> <li>• maintain required premium payments</li> </ul> <p>Other restrictions may apply.</p>	To be eligible for conversion, the employee must: <ul style="list-style-type: none"> <li>• be covered by a group life insurance policy</li> <li>• be terminating employment or retiring, OR</li> <li>• be losing group coverage because of age or change of class</li> <li>• complete and submit the application and first premium payment to Sun Life within 31 days of status change or as stated in the policy</li> <li>• maintain required premium payments</li> </ul> <p>Other restrictions may apply.</p>
<b>Dependents</b>	To port or convert dependent coverage, the employee must meet the above requirements and the dependent(s) must already be covered by the group plan. Dependent(s) can not be added to plans when porting/converting.	
<b>Hassle-free application</b>	<ol style="list-style-type: none"> <li>1. Employer gives the Sun Life portability notice, kit, and application to the employee.</li> <li>2. Employee completes application and sends it with a check for the first premium to Sun Life within 31 days.</li> <li>3. Coverage is effective the first day of the next month after the application is accepted.</li> </ol>	<ol style="list-style-type: none"> <li>1. Employer gives the Sun Life conversion notice to the employee.</li> <li>2. Employee calls Sun Life, providing employment and group policy details. Sun Life then sends them a personalized application with rates.</li> <li>3. Employee completes application and returns with a check for the first month's premium within 31 days. Coverage begins on the first day of the next month.</li> </ol>



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Portability features described here apply to group insurance policies purchased after July 2007. Product offerings may not be available in all states and may vary depending on state laws, regulations, and group size. Voluntary AD&D portability is currently not available in FL, LA, MD, MN, NY, PR, SD, TN, VT, WA, and WV. In LA, MN, SD, and VT, continuation is available.

Group insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) in all states, except New York, under Policy Form Series 93P-LH, 98P-ADD, 02P-STD TDB Policy-2006, 02-SL, 07-SL, and 01C-LH-PT. In New York, group insurance policies are underwritten by Sun Life Insurance and Annuity Company of New York (New York, NY) under Policy Form Series 93P-LH-NY, 06P-NYDBL, 02P-NYSTD, 98P-ADD-NY, 02-NYSL, 07-NYSL, and 01NYC-LH-PT. Group insurance policies are underwritten by Sun Life and Health Insurance Company (U.S.) (Wellesley Hills, MA) in all states under Policy Form Series GP-A and GP-D (or appropriate state edition).

Sun Universal ProtectorPlus is underwritten by Sun Life Assurance Company of Canada in all states, except New York, under Policy Form Number ULN-2002. In New York, Sun Universal ProtectorPlus is underwritten by Sun Life Insurance and Annuity Company of New York under Policy Form Number ULN-2007-NY.

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