



NORTHWESTERN OKLAHOMA STATE UNIVERSITY

Alva – Enid – Woodward

Exiting Employee Work Order

Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Title: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Location (Building): \_\_\_\_\_ Room Number: \_\_\_\_\_

NWOSU E-mail Address: \_\_\_\_\_ POISE Username: \_\_\_\_\_

Exit Date: \_\_\_\_\_ **Note:** Make sure you have checked all e-mail before the Exit Date!

My signature below indicates that I have approved this work order:

\_\_\_\_\_  
(Exiting employee's signature)

Rev (0607)

*Northwestern Oklahoma State University*  
**Forwarding Address Request for Business Office**

Name (last, first, middle initial)

Effective Date:

\_\_\_\_\_  
New Address

\_\_\_\_/\_\_\_\_/\_\_\_\_

Is this temporary?

Yes  No

\_\_\_\_\_  
Old Address

If yes, Discontinue Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature

Today's Date

\_\_\_\_/\_\_\_\_/\_\_\_\_

Rev (0607)

Below are 2 forms to use for continuing group term life past the normal expiration date. Conversion is more expensive than the Portability Option, but you may not qualify for Portability premiums. Ask the Insurance Coordinator for more information. 580-327-8530

## Portability of Insurance provision can help provide reassurance now and one less worry later

When you terminate employment, life insurance coverage may be the last thing on your mind. Yet it's as important as ever to provide for your family and allow for life's unforeseen events during a job transition.



That's why Standard Insurance Company offers the Portability of Insurance provision. If you're eligible, the provision offers a convenient option for purchasing portable Group Life insurance following termination of employment.

When your employer's Group Life plan with The Standard includes Accidental Death and Dismemberment (AD&D)\* and/or Dependents coverage, you may be eligible to purchase these benefits as well. Even if faced with unexpected unemployment or a lengthy period of relocation, you'll have one less worry if you're covered under The Standard's portable Group Life insurance.

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.

### Portability at a glance

- You may purchase Group Life Portability Insurance for yourself (including AD&D if available) on the date your employment terminates if you:
  - 1) are under age 65,
  - 2) have been insured under your employer's group policy for at least 12 consecutive months, and
  - 3) are able to perform with reasonable continuity the material duties of at least one gainful occupation for which you are reasonably fitted by education, training and experience.\*
- Subject to minimum and maximum amounts, you may apply for up to the amount of Group Life insurance that you had in force under your employer's group plan with The Standard.
- If you purchase portable Group Life insurance for yourself, you may also purchase Dependents coverage if your dependents were insured under your employer's group plan.
- Life insurance purchased under the Portability of Insurance provision will not terminate because of age, although it is subject to age reductions. Any AD&D coverage will terminate at 65.
- No medical history statement is required to apply.

Please contact your employer if you have questions about the eligibility requirements for Portability of Insurance. Your employer can also provide you with information about eligibility for conversion to an individual life insurance policy.

To apply for The Standard's portable Group Life insurance, request a Group Life Portability Insurance form from your employer. If approved, you'll have the assurance that you have helped provide protection to your family during your job transition.

\* Does not apply to Massachusetts group insurance plans.

**NOTE: the next form should only be used for Whole Life Conversion. Conversion is much more expensive than the Portability Option...**

**Important Information for Owners of Group Life Insurance Certificates**

We are happy to inform you that under your Standard Insurance Company Group Life Insurance coverage, you and your insured dependents are offered the benefit of obtaining an individual life insurance policy. In order to take advantage of this opportunity, we must receive an application and premium payment within 31 days of the date of cessation or reduction of group life insurance coverage. This option to convert may be very valuable to you, as evidence of insurability will not be required. To take advantage of the privilege of converting your insurance, please complete and return this form to the address above. We will provide the necessary forms and information. For your convenience, at your election, we can send the information electronically to your email address or we can mail the forms to your street address.

**Member Information**

Member's Name		Today's Date	
Insured's Name, if different		Phone (     )	
Member's Address	City	State	Zip
Email Address			
Please indicate the applications you will need. <input type="checkbox"/> Member <input type="checkbox"/> Spouse <input type="checkbox"/> Child – No. of children: _____		Please send application forms via: <input type="checkbox"/> E-mail <input type="checkbox"/> Regular Mail	
Group Name and Policy No.		Termination or Reduction Date of Insurance	

**Print**