GROUP TERM LIFE INSURANCE FOR RETIREES IN HQ - REDUCE OR CANCEL

DESCRIPTION

This checklist outlines the steps on how to reduce or cancel Group Term Life Insurance for Retirees in HQ.

FACTORS TO BE NOTED

1. HQ retirees who have elected Retiree Group Term Life Insurance coverage may reduce or cancel the coverage at any time.
2. Once the coverage is reduced or cancelled it can never be elected or increased again.

TO CANCEL GROUP TERM LIFE INSURANCE FOR RETIREES

1. Staff to send an email to Write to HR with a request to reduce or cancel your group term life insurance.
2. You will receive an 'Insurance Reduce or Cancel' memo from HR Operations.
3. Complete the 'Insurance Reduce or Cancel' memo.
4. Send the completed 'Insurance Reduce or Cancel' memo to HR Operations in one of the following ways:
   - Write to HR with a scanned form [preferred mode]
   - Fax to HR Operations at 202-522-2150
   - Mail to HR Operations, P.O. Box 1420 Landover, MD, 20785, USA
5. Retain a copy for your records.

ATTENTION

The effective date of the reduced coverage will be the first day of the month following the receipt of your signed form.