

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.
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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.
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ATTENTION

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