

GROUP TERM LIFE INSURANCE FOR RETIREES IN CO - CANCEL

DESCRIPTION

This checklist outlines the steps to cancel Group Term Life Insurance for Retirees in CO.

FACTORS TO BE NOTED

- 1 Country office (CO) retirees who have elected Retiree Group Term Life Insurance coverage may cancel the coverage at any time.
 - 2 Once the coverage is cancelled it can never be elected 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 cancel your Group Term Life insurance.
 - 2 HR notifies the staff on the instructions and document(s) on the cancellation.
 - 3 Staff to follow the instructions and complete the document(s) from HR Operations.
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ATTENTION

- 1 The effective date of the cancelled coverage will be the first day of the month following the receipt of your signed document(s).
- 2 Please retain a copy of all documents submitted to HR Operations for your records.