Guardian

Maintaining your life insurance coverage

Understanding how to continue coverage with conversion

If you are no longer eligible for your employer-sponsored life insurance group plan, Guardian offers you the option to continue your coverage by converting it to a permanent individual whole life policy. Conversion is a standard provision on both basic and voluntary life, which allows you the opportunity to keep your coverage. Maintaining your life insurance coverage can help to ensure your loved ones remain financially supported should something happen to you.

Learn more about converting your group life policy in the table below.[1]



Converting from group term life to permanent life insurance

Description	Converting allows an insured employee and eligible dependents to transition their group term life coverage to a permanent individual whole life insurance policy, which can accumulate a cash value.[2]
Plans available to convert	• Basic Term Life • Voluntary Term Life
General cost	Rate is determined by the member's insurance age on the effective date of the converted policy.
Age reductions and duration of coverage	Individual whole life insurance policy: • No age reductions • Coverage is guaranteed for life[3]
Member eligibility	• Employee must be insured for a minimum of one day. Eligibility is defined by one of these two options: – Employee stops being eligible for coverage through the group policy because they no longer belong to an eligible class, are changing jobs, or due to termination of employment. – The planholder canceled the group life plan and the employee has been insured for at least five years.[4]
Dependent eligibility	• Dependents can convert their life policy even if the member doesn't. • Dependent life insurance ends when any of the following occur: – The employee terminates employment. – The employee is approved for a waiver of premium rider.[5] – The employee retires. – The employee dies. – The insured spouse is legally divorced from an insured employee. – A child gets married or attains the limiting age.

Maximum coverage amounts available	The amount the employee may convert is based on whether coverage ended because they or their dependent(s) lost eligibility or the group plan ended. • Loss of eligibility: The employee and/or their dependent(s) may convert as little as $3,000 up to 100% of the amount enrolled for at the time of loss. • Life plan ended at a group level: Converted benefits are specific to state regulations in which the group plan is written.[4]
Proof of good health/Evidence of Insurability (EOI)	EOI is not required.
How to apply to convert coverage	To obtain a converted policy, the employee/dependent must apply to us in writing and pay the required premium within 31 days after the group life insurance ends. • The application for conversion must be made within 31 days from the date your insurance terminated, unless your plan specifies a different time frame. This includes submission of your completed application, along with any other required forms and payment of the initial premium. • The conversion period must be satisfied before the policy becomes effective.
Claims made within the 31 day conversion period	In the event an employee or dependent dies within the 31 days following termination of their life insurance, Guardian pays the amount of life insurance that the employee or dependent had been entitled to convert.
Limitations and exclusions	Accidental Death and Dismemberment insurance (AD&D) benefits are excluded.
Contact us	For questions, or if you are interested in converting your life insurance, contact Guardian's National Conversion team: Email **national_conversions@glic.com** or call 800-433-5982, select Option 1, and ext. 5696.

The Guardian Life Insurance Company of America

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7180288.1 (10/26)

1 The table is for illustrative purposes only, other restrictions and/or guidelines may apply as each individual is eligible based upon their own circumstances.

2 Some whole life policies do not have cash values in the first two years of the policy and don't pay a dividend until the policy's third year. Talk to your financial representative and refer to your individual whole life policy illustration for more information.

3 All whole life insurance policy guarantees are subject to the timely payment of all required premiums and the claims paying ability of the issuing insurance company. Policy loans and withdrawals affect the guarantees by reducing the policy's death benefit and cash values.

4 See your certificate or contact Guardian's National Conversion team for plan specifics.

5 The Disability Income and Waiver of Policy Premium Benefit Rider (form ICC21 DIR, DIR (12-2021), or state equivalent) is underwritten and issued by The Guardian Life Insurance Company of America (Guardian®), New York, NY. There will be an additional cost or premium associated with this Rider. Provisions, features, and availability may vary by state. Exclusions and limitations may apply.

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