

RE: Group Life/Supplemental Life and Long Term Disability Conversion Option

Your coverage through University of Wisconsin Medical Foundation (UWMF) will end on your last day of employment. Currently you may have Group Term Life, Supplemental Life and Long Term Disability insurance coverage through UWMF. Coverage continues through your last day of employment. The insurance company, The Hartford, provides a thirty-one day grace period beyond your date of termination during which you can convert the policy to individual coverage paid directly by you.*

In order to obtain a conversion quote please call Joanne Puls from Buchholz Planning at 608-274-8989.

Upon receipt of the Notice of Conversion form, the Conversion Unit will run an illustration and send a written quote with an application. If you are interested in purchasing the coverage, the individual will have 15 days from the date of the letter (or 31 days from the date insurance terminated, if later) to return the completed application and premium to the Conversion Unit.

Upon receipt of the application and premium, the Conversion Unit will contact you to assist us in checking the employee's eligibility. Once eligibility is verified, the unit will initiate the remaining steps for the applicant to secure coverage.

If you have general questions regarding your insurance please feel free to call the Conversion Unit at 1-800-548-5157.

** Please be advised that if you are receiving a disability benefit from The Hartford, your disability premiums are waived and conversion is not available. Life insurance premiums may also be waived (if approved) after a 6 month waiting period. Please contact Joanne Puls at Buchholz Planning for more details.*