

Group Plans Termination Checklist

This is a simple checklist to aid you in processing transactions for employees who are terminating coverage. Employee coverage can be terminated online using the secure Employer Access Program or by completing form 8737 *Termination of Coverage* and faxing it to GuideStone at (877) 834-1025. Please refer to this checklist prior to beginning the termination process to ensure that the required information has been obtained. **This form is for personal use only and does not need to be submitted to GuideStone.**

If you are completing the termination using a paper form, be sure to select the reason the coverage is terminating on the form. Termination requests for a GuideStone retirement plan, such as a 403(b) or 401(k), must be submitted separately.

SELECT THE PRODUCTS THAT WILL BE TERMINATED:

Medical Dental Life and accident Disability

Medical coverage terminations

The paid-through date is the last day of coverage for which the employee has paid. The paid-through date must be provided if an employee is terminating medical coverage and contributes toward the cost of employee and/or dependent coverage.

<input type="checkbox"/> Completed	a) Does the employee contribute toward the cost of the medical coverage? If so, please provide the paid-through date (found in Section C on the paper form). b) Have you discussed options for continuing coverage through the Medical Continuation Provision (MCP) if applicable? The employee has 60 days to elect continuation coverage.
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Dental coverage terminations

<input type="checkbox"/> Completed	Have you discussed options for continuing coverage through the Dental Continuation Provision (DCP) if applicable? The employee has 60 days to elect continuation coverage.
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Life and accident coverage terminations

<input type="checkbox"/> Completed	a) Have you discussed options for converting or porting the coverage to a personal policy through Unum? The employee has 31 days to complete an application for conversion or portability. b) Has the employee completed a new beneficiary form if appropriate? For example, an employee would need to complete a new beneficiary form if Spouse Term Life Plan is terminating due to death or divorce. c) Life and accident coverage should not be terminated if employee is in the process of applying for a disability or premium waiver claim.
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Disability coverage terminations

<input type="checkbox"/> Completed	Disability coverage should not be terminated if the employee is in the process of applying for disability benefits. Short-term disability rates need to be paid while receiving benefits; however, employees are not charged for long-term disability coverage while receiving benefits.
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This checklist is a general guide for employer use in discussing common employee benefit changes with your employees. Please contact your GuideStone administrator with specific questions. The official plan documents and insurance contracts set forth the eligibility rules, limitations, exclusions and benefits. These alone govern and control the actual operation of the plan.

