



**Mail to:** Unum, Portability/Conversion Unit, 2211 Congress Street, Portland, Maine 04122-1760, 1-800-421-0344

**SECTION 1: To be completed by the Employee**

You may be eligible for continuation of your Lifestyle Group Long Term Disability Insurance. If you wish to exercise your Portability Privilege, please provide Unum with the following information.

|                                     |          |   |
|-------------------------------------|----------|---|
| Employee Name (First, Middle, Last) |          | Social Security Number  |
| Home Address (Street/PO Box)        |          | Gender<br><input type="checkbox"/> F <input type="checkbox"/> M |
| City                                |          | Date of Birth (mm/dd/yyyy)                                      |
| State                               | Zip Code | Home Phone #  |

Are you enrolled or eligible to enroll for any other Group Long Term Disability coverage?  
 Yes  No

If you are approved for Portability, the Lifestyle Protection Plan Coverage will cease when the first of the following occurs:

- the date you fail to pay the required premium;
- the date you retire;
- the date the policy terminates;
- the date you become insured for Long Term Disability insurance under any other group long term disability income plan.

If you wish to apply for this coverage you must submit this completed application to Unum's Home Office. If the application is not received by Unum within 31 days after termination of employment you will be ineligible to apply. Upon approval of this application a letter confirming coverage and a quarterly billing statement will be sent directly to you at the address provided.

|                    |                   |
|--------------------|-------------------|
| Employee Signature | Date (mm/dd/yyyy) |
|--------------------|-------------------|

**SECTION 2: To be completed by the Employer**

|  |  |   |
|--|--|---|
| Employer Name                                | Portability Number<br><b>294999-0001</b>       | Current Premium Payment                                     |
| St/PO Box                                    |  | Date (mm/dd/yyyy)   |
| City   | Date of Termination of Employment (mm/dd/yyyy) |   |
| State  | Zip Code                                       | Employee's basic monthly earnings at time of termination \$ |
| Employee's Occupation at time of termination |  | Reason for Employee termination                             |

Is employee terminating employment as a result of retirement, leave of absence, injury or sickness?  
 Yes  No If yes, the employee is not eligible for coverage under the terms of the contract.

|                                   |             |
|-----------------------------------|-------------|
| Employer Representative Signature | Plan Number |
|-----------------------------------|-------------|

Please retain a copy of this form for your records.