

**Housing Authority Insurance Group (HAIG)**  
**Free \$5,000 Life Insurance**  
*(Coverage amount reduces at age 65 to \$3,250.00 and at age 70 to \$2,500.00)*

**Designation of Beneficiary**

In the event of your death while employed at the Seattle Housing Authority, please designate beneficiary(ies) of your HAIG life insurance. You may designate your **estate** as your beneficiary by writing in: "THE PERSONAL REPRESENTATIVE, EXECUTOR, OR ADMINISTRATOR OF MY ESTATE" (do not show anyone's name).

Coverage is completely at the discretion of HAIG and only covers current regular employees who work 30 hours or more per week.

*Please refer to the back of this page for more information regarding this insurance. If more space is needed for beneficiaries, use a separate list (print names clearly), sign, and date and attach to this form. Please note that HAIG benefits are effective on the date determined by the Housing Authority Insurance, Inc.*

Employee Name (Print): \_\_\_\_\_ Effective Date: \_\_\_\_\_  
(Effective date to be completed by HR)

- Initial Enrollment       Open Enrollment       Changing Beneficiary

**Primary Beneficiary(ies):** (Please print)

| Printed Name | Address | Date of Birth | Relationship | Percentage |
|--------------|---------|---------------|--------------|------------|
|              |         |               |              |            |
|              |         |               |              |            |

**Contingent Beneficiary(ies):** (Contingent beneficiary means the person listed below will only receives the benefit if your named primary beneficiary(ies) is deceased. You are not required to list a contingent beneficiary.)

| Printed Name | Address | Date of Birth | Relationship | Percentage |
|--------------|---------|---------------|--------------|------------|
|              |         |               |              |            |
|              |         |               |              |            |

**Please check one of the statements below:**

*I wish to participate in the Free Life insurance (\$5,000.00) program provided by HAIG. I understand that Seattle Housing Authority and/or HAIG intends to provide this life insurance indefinitely but reserves the right to amend or terminate this insurance at anytime with or without notice. I understand that the Group Insurance Certificate is posted in SHA intranet and it is my responsibility to access and be familiar with the plan benefits. This designation will remain in effect unless and until I submit a new Beneficiary Designation form.*

*I do **not** wish to participate at this time in the Free Life insurance (\$5,000.00) program provided by HAIG. I understand that I can only sign up in the future during open enrollment.*

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

# Term Life Insurance: an HAI Group Member Benefit

Your top ten questions, answered.

## 1 Who writes the policy and who is the policyholder?

The policy is written with UNUM. Housing Authority Insurance, Inc., is the policyholder.

## 2 How does a housing agency qualify?

You qualify for this free benefit as long as you maintain membership with Housing Authority Insurance, Inc.

## 3 Who is eligible?

- Housing agency commissioners
- Housing agency executive directors
- Full-time employees of the housing agency who are in good standing
- Must be a United States citizen

## 4 Who is ineligible?

- Volunteers
- Interns
- Temporary employees
- Seasonal employees
- Leased employees

## 5 What is the coverage limit?

- Insured: \$5,000

Reduction in coverage:

- Age 65, amount reduces to \$3,250
- Age 70, amount reduces to \$2,500

## 6 Once enrolled, how do we add/remove people?

All new commissioners, executive directors, and full-time employees must be enrolled within 30 days of employment or appointment. Simply update your current census form and submit it in Excel format to [memberbenefit@knology.net](mailto:memberbenefit@knology.net).

## 7 How do we enroll if we missed the 30-day requirement?

There is an open enrollment period each January for a February 1 renewal date.

## 8 Can an insured designate multiple beneficiaries or change beneficiaries?

Yes. To designate multiple beneficiaries, simply add a percentage after each beneficiary's name on your census. To change beneficiaries, submit an updated census noting the change.

## 9 What documentation do you provide?

Once you're enrolled, we will provide your housing agency with a Certificate of Insurance that includes coverage details.

## 10 How do we report a claim?

Contact Gary P. Jones, CLU, or Russell E. Blanchard III, CLU, at 888.531.4303.

**Still have questions?** Call Russell E. Blanchard III, CLU at 888.531.4303.