

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. Coverage is completely at the discretion of HAIG and only covers current regular employees who work 30 hours or more per week. Former employees are not covered by HAIG.

Since the State of Washington is a community property state, a named beneficiary must be related by blood, or by law, or have an insurable interest in the life of the member. **Do not name a beneficiary who does not meet these requirements.** However, 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).

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 – A HAI Group Member Benefit

Top ten facts every Member needs to know about this value added service, one of the many benefits of being an HAI Group Member.

1 Who writes the policy and who is the policyholder?

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

2 How does a housing agency qualify as an eligible Member?

Housing agencies must maintain membership with Housing Authority Insurance, Inc. to qualify.

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 United States citizen

4 Who is ineligible?

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

5 What is the limit of coverage?

Basic Limit of Term Life Insurance:
•Insured Person \$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 individuals?

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 in excel format to memberbenefit@knology.net.

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

Annually, there is an open enrollment period in January for February 1 renewal date. A communication is sent to all eligible Members explaining the process.

8 Can an insured designate multiple beneficiaries or change beneficiaries?

Yes, please designate a percentage after each beneficiary's name on current census. If changing beneficiaries, please submit an updated census noting the change.

9 What can we provide to enrolled individuals as documentation?

Once enrolled, we will provide your housing agency with a Certificate of Insurance showing all coverage details.

10 What do we do should we have questions or need to report a claim?

For any questions or to report a claim, call Jones & Blanchard, our insurance broker for this coverage. Gary P. Jones, CLU or Russell E. Blanchard III, CLU, can be reached at 888-531-4303.



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