



# Human Resources

TO: FORMER COUNTY EMPLOYEE

FROM: HUMAN RESOURCES

REF: BASIC AND VOLUNTARY TERM LIFE INSURANCE WITH AD&D – STANDARD LIFE

While employed with the County of Victoria you were covered under a group term life insurance policy with Standard Insurance Company. This coverage will terminate on the last date of employment with the County. You may be eligible to buy portable coverage through The Standard Life Insurance Company.

If you wish to remain covered through this company, please fill out the Group Life Portability Insurance Application and send to the Standard Insurance Company at 920 SW Sixth Avenue, Portland, OR 97204-1203. **You must do this within 31 days of your termination of employment with the County of Victoria. You must include 3 months of premiums, which will be refunded if you are denied.**

If your application is approved by Standard, you will receive, from Standard, a Group Life Portability Insurance certificate. You will also receive future premium payment information. All correspondence will be between you and The Standard Life Insurance Company.

If you do submit for portability, please contact me at Human Resources, 361-578-0752, so I can complete and submit the employer portions.

Please remember the 31 day time limit and return the forms to Standard by the deadline. Refer to the resources section of our Employee Benefits page located on the Victoria County's website <https://www.vctx.org/page/HR.Benefits> for additional limitations on portability.