

July 23, 2019

**To: Benefit Administrators / Human Resource Personnel/ Union Partners**

**From: Lorne Shiplack**  
**Benefit Services Manager, Employee Benefits**

**Re: Benefit Plan Changes at age 65**  
**Employee Benefit Plans**

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On November 16, 2016, 3sHealth Administration sent a benefits bulletin to employers that included a standard letter template outlining changes to plan member's benefit plans at age 65, the Group Life Conversion Notification Form (M5725), and the Group Life Privilege Fact Sheet (M6236). This bulletin gave the option for employers to continue sending the conversion package directly to employees or have 3sHealth Employee Benefits send the package out on their behalf.

In order to standardize the process, effective July 1, 2019, 3sHealth Employee Benefits will provide a conversion package to all employees who will be turning 65 in the following month to convert their existing life insurance to an individual plan.

The conversion package includes:

- A letter outlining changes to Group Life, health and dental, SHEPP pension and CPP;
- The *Group Life Conversion Privilege Notification Form (M5725)*. The employee must complete this form in order to apply for conversion of the 1x salary coverage amount, and any optional life coverages they will lose at age 65;
- *Group Life Privilege Member Fact Sheet (M6236)*.

To assist with inquiries, a copy of the letter, along with the conversion package documents have been included in this bulletin.

If you have additional questions about this bulletin, please contact a Benefit Services Officer at 1.866.278.2301 or by email at [ebp@3shealth.ca](mailto:ebp@3shealth.ca).

July 23, 2019

PERSONAL AND CONFIDENTIAL

«FIRST\_NAME» «SURNAME»  
«ADDRESS»  
«CITY\_NAME» «PROVINCE» «POSTAL\_CODE»

Dear «FIRST\_NAME» «SURNAME»:

**RE: Health Shared Services Saskatchewan (3sHealth)  
Benefits Changes at Age 65  
«FIRST\_NAME» «SURNAME», Benefit ID# «BENEFIT\_ID»**

Our records indicate that you will turn age 65 in (month turning 65).

Under the provisions of the 3sHealth Group Life Insurance Plan, your basic life insurance coverage will automatically reduce to 1 x your annual salary to a maximum of \$250,000 on your 65<sup>th</sup> birthday.

Your optional life insurance coverage will terminate on your 65<sup>th</sup> birthday including [[\\$ Optional coverage, smoker/nonsmoker](#)] Optional Life Insurance, and [[\\$ Voluntary AD&D coverage /family or single](#)] Voluntary Accidental Death and Dismemberment Insurance.

You may apply to Great-West Life to convert an amount up to 1 x annual salary of your basic life insurance and/or your optional life insurance to an individual insurance policy within 31 days of your 65<sup>th</sup> birthday. Please note that some restrictions may apply. Additional information about group life conversion is enclosed.

In order to convert any amount of your insurance coverage to an individual policy you must consult with a financial security advisor. If you do not have financial security advisor, you may reach out to an advisor on at one of the Freedom 55 Financial Centers located across Canada on the website.

Contact an advisor at one of the Freedom 55 Financial Centre located across Canada on the website <https://www.freedom55financial.com/ff/advisor/locator> or by calling Regina 306-586-0905 or 204-946-8109.

[If you are enrolled in the SHEPP pension plan, you may continue to make contributions to SHEPP until December 1<sup>st</sup> of the year of your 71<sup>st</sup> birthday.](#)

There will be no change to your Extended Health Care and Dental Plan benefits upon turning 65. Your Extended Health Care and Dental Plan benefits will continue for as long as you continue to meet the eligibility requirements of the Plan.

You may continue to contribute to the Canada Pension Plan until you reach age 70. If you wish to stop contributing you must provide confirmation that you are receiving Canada Pension Plan Benefits by

providing your Payroll and Benefits Department with a copy of your letter from the Canada Pension Plan indicating the month your CPP benefits will commence. You must complete and forward the Election to Stop Contributing to the Canada Pension Plan form (form CPT30E). Forms are available at [www.cra.gc.ca](http://www.cra.gc.ca), or you may contact the Payroll & Benefits Office.

Yours truly,

[Choose your name](#)

Benefit Services Officer

Employee Benefits

Cc – «ORG\_NAME» «ORG» - no action required

Enclosure(s)

**Plan Member/Spouse Section**

If your Great-West Life group life insurance has been terminated or reduced, you may be entitled to purchase a conversion life insurance policy, without providing medical evidence of insurability if:

- It is within the provisions of your group insurance contract, and
- Your completed application for conversion to individual insurance and the first premium is received by Great-West or Freedom 55 Financial within **31 days** after your group insurance terminates or reduces.

You can also apply for an individual insurance policy, which provides more flexible and personalized coverage; however, you'll be required to provide medical evidence of insurability. If you apply for a Great-West or Freedom 55 individual life insurance policy within 31 days of your group insurance reduction/termination, you don't qualify medically, we'll automatically proceed with a conversion life insurance policy that doesn't require medical evidence.

To convert your group life insurance policy, you'll need to:

- Contact a Great-West or Freedom 55 financial security advisor
- Provide a Group Life Conversion Privilege Notification form

If your advisor is licensed to sell Great-West or Freedom 55 products, he or she can assist you in the conversion process. Otherwise, please visit [greatwestlife.com](http://greatwestlife.com) - **Contact Us - Connect to our sales and marketing team** or [freedom55financial.com](http://freedom55financial.com) - **Contact Us**.

**Plan Administrator Section**

**Complete the fields below, give a copy of the form to the plan member upon termination or reduction of coverage, and keep a copy for your files.**

**1. Financial security advisor information (if applicable)**

Conversion contact	Telephone no. (    )	Fax no. (    )
Address		

**2. Plan member/spouse information**

Plan member's name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Month	Date of Birth Day	Year
Spouse's name (if eligible for spousal conversion)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Month	Date of Birth Day	Year
Address			Telephone no. (    )	

**3. Group life insurance information**

Group plan name:					
		Plan no.:	Reduced/terminated amount:	Combined conversion maximum:	Date insurance reduced/terminated (Month/Day/Year)
<b>Plan member</b>	Basic		\$	\$	(Month/Day/Year)
	Optional		\$		(Month/Day/Year)
	Supplementary		\$		(Month/Day/Year)
<b>Spouse</b>	Basic		\$	\$	(Month/Day/Year)
	Optional		\$		(Month/Day/Year)

**4. Plan administrator information**

Date (Month/Day/Year)	Plan administrator's name (Please print)
Telephone No. (    )	Plan administrator signature

# Group Life Conversion

***Has your group life coverage from Great-West Life ended or been reduced?  
You may be able to convert to an individual life contract with no medical evidence.***

## ***You can do this if:***

- You are age 65 or younger,
- It is in the terms of your group benefits plan, and
- You send us the following within **31 days** of your group life coverage ending or being reduced:
  - a completed application form
  - your first premium payment

## ***How to apply***

- Ask your group plan administrator an application form, called Group Life Conversion Privilege Notification (M5725). Your plan administrator will fill out the part that says the amount of coverage you can convert.
- Contact a financial security advisor licensed to sell Great-West or Freedom 55 products. If you need help finding an advisor, ask your plan administrator.
- Give your completed application form to the advisor. He or she will help you finish the process.

## ***Other options***

If you want more options for your individual life coverage, you can also apply for a non-conversion life plan. However, then you would need to give medical evidence to the insurer.

For information on your conversion options, please check your group coverage booklet or contact your plan administrator.

## ***Common questions***

### ***If I apply for a non-conversion life plan but do not qualify medically, can I still apply for the conversion life plan?***

If you do not qualify medically when you apply for non-conversion life coverage, and you are eligible for a conversion life plan, we will automatically proceed with the conversion life plan that does not require medical evidence.

### ***Will the new individual life plan cost the same as the group life plan?***

Premium rates for conversion and non-conversion individual life coverage depend on a number of factors.

For example, your age and gender. Based on these factors, the individual plan rates may be higher than the group life rates you're currently paying.

### ***If I convert to an individual contract, will you pay back any group life premium I've already paid?***

No. Your group life coverage is "term insurance," which does not have a cash value.

### ***When do I need to decide?***

You must apply for your conversion life contract and pay the first premium within 31 days of your group life coverage ending or being reduced.

### ***If I choose to convert my life coverage, will I be covered during the conversion period?***

Yes. Your group life coverage in effect before the date of termination or reduction will continue during the conversion period.

*Please note that this page is a summary only. The coverage plan documents and group policies, as amended from time to time, are the governing documents. If there is any difference between the information in this summary and those governing documents, the governing documents will prevail.*

