



**GROUP LONG TERM CARE
REQUEST TO CHANGE COVERAGE**

Return Form to:
Long Term Care Operations
2211 Congress Street
Portland, ME 04122
Fax: 207-541-7606

Use this form to change your voluntary Group Long Term Care (GLTC) insurance coverage amount.

SECTION 1: INSURED INFORMATION SECTION (Complete all fields)

Policy or BL# Div#

Group Policyholder Name: _____

Group Policyholder Address: _____

Insured Name: _____

Insured's Mailing Address: _____

Social Security Number: - - Street City State/Zip

Relationship to Employee (if applicable): _____ Employee Name: _____

Email Address: _____ Daytime Telephone Number _____

**SECTION 2: CHANGE IN COVERAGE SECTION
(Complete all applicable fields, sign and date the form)**

Refer to your certificate of insurance or enrollment kit for coverage options and rates available to you under the group policy.

TO CANCEL coverage, complete the following:

☐ CANCEL all Voluntary Group Long Term Care Coverage

TO DECREASE coverage complete the following (check all that apply):

☐ Decrease my benefit amount to: _____ ☐ Decrease my benefit duration to: _____
☐ Decrease my plan design to: _____ ☐ Decrease my coverage to the employer funded plan, if any.

To PURCHASE inflated benefit, complete the following:

☐ Increase my coverage: add \$ _____ to my current monthly coverage.
(the added coverage amount must not be greater than the existing inflated value, and will be rounded to the nearest \$100.00 increment. I understand that my benefit will not continue to inflate.)

To CHANGE my billing mode, complete the following:

☐ Annual premium ☐ Semi-annual premium ☐ Quarterly premium
☐ Monthly automated checking account withdrawal (UNUM ACH election form must be attached - Form #7715-04.)

Insured Signature: _____ Date: _____

The effective date of this change will be based on your signature date and terms of your policy.

Retain a copy of this form for your records. Return completed form to the address reflected at the top of the form. Please contact Unum's Customer Service Center @ 1-800-227-4165 if you have any questions.

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