Coverage continuation options for employees



Keeping your life insurance active

Stay protected. Keep life insurance active by electing conversion or portability/continuation.

When eligibility for coverage ends under the group policy, an employee may have the following options:

Conversion: Convert the policy to an individual permanent life insurance policy. Accidental death & dismemberment (AD&D) coverage isn't available.

Portability/continuation: An employee's group term life insurance is continued through direct billing with Lincoln Financial. AD&D may be eligible to continue with their life coverage.

Employees may be eligible to convert or port basic life, optional/voluntary life, and dependent life coverage.[1] Certain limitations and restrictions apply.

Comparing conversion and portability/continuation

Conversion	Portability/continuation
Type of coverage Individual life insurance	**Type of coverage** Term life insurance under a separate direct bill plan
Coverage amount An employee may apply for individual life insurance coverage equal to or less than the benefit amount of the group term life insurance that was in effect with the employer when coverage ended. Conversion is **not** available on AD&D coverage.	**Coverage amount** May have minimum and maximum coverage amounts AD&D may be eligible to continue with your life coverage.
Eligibility An employee may convert their group life insurance coverage to an individual life insurance policy if their coverage terminates in whole or in part due to: • Retirement or termination of employment • Retiree coverage ending • Reduction in coverage due to age • A change in employee status that results in loss of eligibility An employee's dependent spouse or child(ren) may also continue their coverage due to: • The employee's death • Divorce from employee • Child's dependent status change • The employee's approved waiver	**Eligibility** An employee may be eligible to port their employee life, dependent spouse, or child(ren) coverage to a separate direct bill group life insurance plan if their coverage terminates due to: • Termination of employment • Retirement before Social Security normal retirement age • Reduction in hours Eligibility may require a minimum period of coverage under the group plan. Premiums are based on the individual's age and the group or port plan rates.

8620221

Insurance products issued by:
The Lincoln National Life Insurance Company
Lincoln Life & Annuity Company of New York

[1] Always refer to your contract first to determine if an employee qualifies for portability/continuation or conversion. Policy language may differ; please refer to your policy for actual language. State limitations may also apply.

Conversion	Portability/continuation
Evidence of Insurability (documentation of health history) **and cost of coverage** Not required Several factors, including the individual's age, gender, state of residence, and tobacco status at the time of conversion, determine the plan premium for the individual policy.	**Evidence of Insurability** (documentation of health history) **and cost of coverage** May or may not be required based on the level of coverage requested.
Increasing or decreasing coverage amounts after the initial application Once coverage is converted, employees may not increase the coverage amount. Options to decrease coverage may be available at the time of application for conversion. If decreasing after policy placement, contact the Customer Care Center.	**Increasing or decreasing coverage amounts after the initial application** Coverage amounts may be increased or decreased depending on the provisions of the group insurance policy.
Coverage reduction and termination Coverage will end at policy maturity. • Policy maturity varies between ages 95 and 121, based on premium contribution and the benefit amount selected. • Cash value is paid out as a living benefit if the insured is alive on the policy maturity date.	**Coverage reduction and termination** • **Employee:** variable • **Spouse:** variable • **Child(ren):** variable
Cash value and loans If the policy was converted to a universal life individual policy, it'll build cash value.	**Cash value and loans** This plan won't build cash value. Because of this, loans aren't allowed.
Surrendering the policy Converted policies to an individual universal life insurance policy can be surrendered for cash value.	**Surrendering the plan** As there's no cash value, there's no option to surrender. The employee may stop paying premiums at any time and the plan will lapse.
Canceling the policy The policy can be canceled by the employee before the schedule maturity date or by the insurance company due to nonpayment of premium.	**Canceling the plan** The plan can be canceled by the plan owner by written request or by the insurance company due to nonpayment of premium.

How do employees apply?

Within 31 days from their loss of coverage, an employee should contact Lincoln at **877-321-1015** with employer-completed forms.	Employers are responsible for providing notice of portability/continuation either directly or by U.S. Mail. An employee must submit the application and first premium payment to the address below within 31 days of the date coverage would otherwise end. Lincoln Financial P.O. Box 0821 Carol Stream, IL 60132-0821
What happens after an employee submits their application? Once Lincoln has received and processed the completed paperwork and premium, the employee will receive new individual policy documents within three to four weeks.	**What happens after an employee submits their application?** Coverage continues as long as premiums are paid, per the terms of coverage.
Additional questions? Employees may contact the Customer Care Center at **877-321-1015**.	**Additional questions?** Employees may contact the Customer Care Center at **877-321-1015**.

Lincoln Financial®

Your tomorrow.
Our priority.®

©2026 Lincoln National Corporation

LincolnFinancial.com

Lincoln Financial is the marketing name for Lincoln National Corporation and its affiliates.

Affiliates are separately responsible for their own financial and contractual obligations.

LCN-8620221-111925
MAP ADA 2/26 **Z03**
Order code: GL-CPEAP-FLI001

Insurance products are issued by The Lincoln National Life Insurance Company, Fort Wayne, IN, which does not solicit business in New York, nor is it licensed to do so. In New York, insurance products are issued by Lincoln Life & Annuity Company of New York, Syracuse, NY. Both are Lincoln Financial companies. Product availability and/or features may vary by state. Limitations and exclusions apply.

For employer, agent, broker, or financial professional use only. Not for use with the public.