

**This portability request form should be used with plans that may include Child Critical Illness, Additional Critical Illness, or Partial Benefit Critical Illness plan options.**

**PLEASE NOTE:** This form must be received by UnitedHealthcare within 31 days of Date of Termination.  
All sections of this form must be complete for us to process your request  
Refer to your COC for other eligibility requirements.

**Sections A, B and C to be completed by Employer**

**A. Information about EMPLOYEE**

Employee Last Name	First Name	M.I.	Date of Birth	Date of Hire
Employee's coverage amount	Monthly premium	Initial Effective Date	Date premium paid to	
Date of Termination	Reason for Termination			
Annual salary at Termination	Social Security Number			

**B. Information about Spouse and Dependent(s) (Complete only when the Dependent Portability option is available.)**

Dependent Name and Relationship	Social Security Number	Date of Birth	Coverage Amount	Monthly Premium

**C. Employer Information**

Employer's signature	Printed name	
Company phone number	Date	
Group Name	Group Policy Number	Date this form given to Employee

**Sections D, E, F and G to be completed by Employee**

**D. Employee Information**

Address (Street, City, State and ZIP code)	Phone number:
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**E. Insurance Coverage You Are Requesting To Port**

**Check appropriate election (you may only port coverage that is shown above by your employer as being in force and portable per the Group policy):**

- |                             |                                 |
|-----------------------------|---------------------------------|
| Employee                    | Employee and Dependent Spouse   |
| Employee and All Dependents | Employee and Dependent Children |

**F. Quarterly or Annual Premium Calculation**

Please choose either Quarterly or Annual billing:                              Quarterly or                              Annual

Have you used tobacco of any kind during the last 12 months?                              Yes                              No

Quarterly Premium Calculations for the first 12 Months of Portability	Annual Premium Calculations for the first 12 Months of Portability
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Employee's quarterly premium is calculated:

Monthly premium x 3 = \$                              \*\*

\*\*This is your new Quarterly Premium for the first 12 Months of Portability. See NOTE below.

Employee's quarterly premium is calculated:

Monthly premium x 12 = \$                              \*\*

\*\*This is your new Annual Premium for the first 12 Months of Portability. See NOTE below.

NOTE: After the first 12 months your premium rates may increase. You will receive an invoice noting any change.

**If you are requesting portability coverage for your spouse and/or dependents, a similar calculation should be done for your Spouse and Dependent Child(ren) and listed below.**

Employee's premium amount:     \$

Spouse's premium amount:     \$

Dependent's premium amount:     \$

Total payment required with this form (Employee + Spouse+ Dependents): \$

**G. Employee Signature**
**Enclosed with this form is my first quarter or annual premium.** I hereby authorize UnitedHealthcare Insurance Company to begin billing me directly for my ported Critical Illness Insurance coverage.

Insured Employee

Date

Make your check payable to UnitedHealthcare. Mail this completed form with your premium to:

 UnitedHealthcare  
 Attn. Portability Billing  
 9700 Health Care Lane  
 MN017-W400  
 Minnetonka, MN 55343

1-877-683-8601

**UnitedHealthcare Use Only**

Date Received

Date Acknowledgement Mailed

Group Number