Sun Life Insurance and Annuity Company of New York
Long Term Disability Conversion Notice

Sun Life Financial℠
Sun Life Insurance and Annuity Company of New York

1 LTD Coverage Information

Employer: If your Group Policy offers LTD Conversion, complete and sign this form and supply it to the employee (if eligible). Please see below for eligibility information. The employee should follow the steps below to apply for Conversion.

Name of employee (first, middle initial, last)			Date of birth
Street address	City	State	Zip code
Employee's group LTD coverage ends on	Employee's basic monthly earnings		
Employer's name	Policy number	Billing group	
Name of Benefits Administrator	Phone number		
Signature of Benefits Administrator X	Date signed		

2 Eligibility

Employee: Your group LTD coverage will end when your employment terminates. Under the terms of your employer's group LTD policy, you may be eligible to keep your coverage through Sun Life Insurance and Annuity Company of New York ("Sun Life (N.Y.)") by converting to an LTD Conversion policy. You are eligible for LTD Conversion if:

1. On the day you were terminated, you were insured under a Sun Life (N.Y.) Group LTD policy and have been covered for Group LTD benefits – with Sun Life (N.Y.) or your employer's previous LTD carrier – **for at least 12 consecutive months immediately prior** to your termination date.
2. You complete an LTD Conversion application and return it to us with a check for your first premium *within 31 days* following your termination date.

3 Instructions

Questions about LTD Conversion? Call our Customer Service Center at **1-800-247-6875**.

Please Note: **This form is not an application.** If you are interested in receiving more information about LTD Conversion, follow these steps:

1. Call our Customer Service Center at **1-800-247-6875**.
2. Provide the information on this form to the Customer Service Representative who will calculate your cost and provide a quote over the phone.
3. The Customer Service Representative then will mail you the LTD Conversion application and a letter summarizing your quarterly premium amount and due date.
4. To apply for LTD Conversion, sign the application, enclose a check for your first premium and mail the application and check to us by the due date.
5. Upon approval of your coverage, we will mail you a Sun Life (N.Y.) LTD Conversion Policy. The Policy has a 10-day "free look" period. You have the right to return the policy to us within 10 days for a full refund.

Sun Life Insurance and Annuity Company of New York is a member of the Sun Life Financial group of companies.
© 2002 Sun Life Insurance and Annuity Company of New York, New York, NY 10017. All rights reserved.