

BOSTON MUTUAL LIFE INSURANCES AND RETIREMENT

Basic life insurance as an active employee of \$10,000.00 drops to a \$5,000.00 upon retirement. A retiree can choose to stay enrolled in the Basic Life insurance plan at that amount, and the City will coordinate with the Contributory Retirement Office to obtain premiums for this plan.

With the Conversion and Portability option, a retiree may maintain the policy at \$10,000.00, and bring any other Boston Mutual plan with him or her upon retirement.

NOTE:

This process is **not** administered by the City of Salem once the required forms have been filled out and provided to Boston Mutual. If retiree wishes to exercise this option, he or she must notify the Benefits Manager in the Human Resources office. Once the Benefits Manager fills out the top of the NOTICE OF CONVERSION PRIVILEGE FOR GROUP LIFE INSURANCE, the retiree fills out the bottom along with the IMPORTANT INFORMATION ABOUT PORTABLE LIFE INSURANCE, and sends both forms to the following address:

Group Billing Department
Boston Mutual Life Insurance Company
120 Royall Street
Canton, Massachusetts 02021-1098

Boston Mutual will contact the retiree directly for premium payments. As the Conversion and Portability option is not administered by the City of Salem, questions can be directed to 800-669-2668, x 385.