



# BENEFIT SEPARATION CHECKLIST

## 1. FREQUENTLY ASKED QUESTIONS? (FAQ)

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- Q: When do my benefits end?
- A: In general, the last day of the month of your last check is the date coverage ends.
- Q: When will I receive my last check and is there a difference between Resignation or Retirement?
- A: Contact Payroll at 1-806-219-0231 regarding a last check and regarding the type of separation.
- Q: Can I take all of my coverage with me? If so, what do I do?
- A: Not all, but some coverage is portable. Contact Risk Management for details or see 2, 3, & 4 below.

## 2. COBRA FOR MEDICAL & DENTAL?

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- COBRA Medical & Dental can be carried for 18-months after your employment ends.
- The offer should come from Healthcare Service Corporation via mail to your home address.
- The phone number to contact Healthcare Service Corporation is 1-866-859-5209.
- Payment for COBRA will be made to Healthcare Service Corporation.

## 3. OPTIONAL BENEFITS **INELIGIBLE** FOR CONTINUATION/CONVERSION.

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- Vision with First Financial - 1-888-580-8015 – Ends with active employment.
- The Hartford Disability – 1-806-748-0505 – Ends with active employment.
- UNUM LTD - Customer Service – 1-800-421-0344 – Ends with active employment.

## 4. OPTIONAL BENEFITS **ELIGIBLE** FOR CONTINUATION/CONVERSION.

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- Aflac - John Simnacher - 1-806-632-2522 or 1-806-748-6100.
- Cincinnati Life - Customer Service - 1-800-783-4479.
- First Financial – 1-888-580-8015 – Texas Life, LegalShield, iLock360, Cancer, Critical Illness, Heart & Stroke, Accident & Hospital Indemnity.
- HSA Bank – 1-800-357-6246 – The money in the account stays with the employee for IRS approved expenses.
- ING Reliastar – Customer Service - 1-800-955-7736.
- New York Life – Contact Atchley Insurance & Financial Services at 1-806-298-2981.
- Sun Life Assurance Company of Canada – Optional Life & Employer Paid Life and AD&D are sometimes eligible for portability with a completed form from Risk Management - 1-806-219-0283.
- UNUM Life – Customer Service - 1-800-421-0344 – Call Risk Management for a conversion application to submit to UNUM within 31-days.