<Date>

Name
Address
City, St ZIP

Your enrollment in employee-paid long-term disability insurance has been canceled

Dear Subscriber:

An error in our Benefits 24/7 enrollment system during annual open enrollment last fall allowed you to enroll in employee-paid long-term disability (LTD) coverage without providing evidence of insurability (EOI) for approval by Standard Insurance Company (the LTD administrator). This enrollment error has been corrected and your employee-paid LTD enrollment was canceled. If you had any LTD premiums deducted from your paycheck because of this error, your payroll or benefits office will contact you to explain how the premiums will be refunded to you.

Why was my enrollment canceled?

The Benefits 24/7 system should not have allowed you to enroll without EOI approval from Standard. Our records show that you declined enrollment in employee-paid LTD coverage in the past. When you decline coverage and choose to enroll later, you are required to submit EOI directly to Standard.

Can I still enroll in employee-paid LTD?

Yes, you can enroll in employee-paid LTD at any time. Fill out and submit the enclosed evidence of insurability form to Standard Insurance Company for their review. After Standard completes their review, you will get a letter from them letting you know if you have been approved or denied. Standard will also send a copy of the letter to your employer. If approved, your employer will take the steps to enroll you in employee-paid LTD coverage as requested.

Who do I contact with questions?

Please contact your payroll or benefits office with any questions about your LTD enrollment or LTD premium payments. For general LTD benefit questions, please call Standard Insurance Company, the LTD administrator, at 1-800-368-2860. Learn more on the Public Employees Benefits Board (PEBB) LTD webpage at **hca.wa.gov/pebb-ltd**.

Sincerely,
PEBB Program

Enclosure