

# GROUP LIFE INSURANCE

# EMPLOYER MANUAL

## TABLE OF CONTENTS

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<b>ELIGIBILITY</b>	<b>1</b>
Individuals Not Eligible	
Waiving Coverage	
<b>OPTIONAL GROUP LIFE INSURANCE ENROLLMENT</b>	<b>3</b>
Additions and Changes to Optional Life Coverage	
Optional Life and Transfers	
<b>PREMIUMS</b>	<b>7</b>
Basic Group Life Insurance	
Optional Group Life Insurance	
<b>BENEFICIARIES</b>	<b>9</b>
Ineligibility of Former Spouse Named as Beneficiary	
<b>NATURAL DEATH BENEFITS</b>	<b>10</b>
<b>ACCIDENTAL DEATH BENEFITS</b>	<b>11</b>
Repatriation Benefit	
Seat-Belt Benefit	
Felonious Assault Benefit	
<b>LIVING BENEFITS</b>	<b>13</b>
Dismemberment Benefit	
Accelerated Benefit	
<b>LIFE INSURANCE DURING LEAVES OF ABSENCE</b>	<b>14</b>
<b>LIFE INSURANCE WHILE ON VSDP OR VLDP</b>	<b>15</b>
<b>LIFE INSURANCE AFTER TERMINATION OF EMPLOYMENT</b>	<b>16</b>
<b>LIFE INSURANCE AT RETIREMENT</b>	<b>16</b>
Service Retirement	
Disability Retirement	
Basic Group Life for Retirees Returning to Covered Employment	

# GROUP LIFE INSURANCE

<b>TAX LIABILITY FOR VALUE OF BASIC LIFE COVERAGE OVER \$50,000</b>	<b>21</b>
Calculating Imputed Income Tax	
Taxable Income Calculation Worksheet	
<b>ABSOLUTE ASSIGNMENT OF LIFE INSURANCE</b>	<b>23</b>
<b>ADDITIONAL INFORMATION</b>	<b>24</b>
<b>CLAIMS</b>	<b>25</b>
How to Report a Death	
Active Employees	
Retired and Non-Active Members	
Claiming an Accelerated Benefit	
Claiming Accidental Dismemberment	
<b>CESSATION OF LIFE INSURANCE BENEFITS</b>	<b>28</b>
<b>VRS GROUP LIFE INSURANCE IMPUTED INCOME TABLE</b>	<b>29</b>

## GROUP LIFE INSURANCE

EMPLOYER  
MANUAL

The VRS Group Life Insurance Program offers Basic Group Life Insurance and Optional Group Life Insurance for employers who choose to participate. Employees are covered under Basic Group Life Insurance from the first day of employment. The Optional Group Life Insurance Program allows employees to purchase additional insurance for themselves, their spouses and minor dependent children.

Minnesota Life Insurance Company is the current provider of all life insurance benefits administered by VRS. Use your User ID and Password to access Minnesota Life's secure website ([www.lifebenefits.com](http://www.lifebenefits.com)) to view information about employees who have applied for insurance or who have an open claim, or to check option levels and premium amounts. If you do not have a User ID or have problems with your existing ID, please contact Minnesota Life:

**Minnesota Life**  
**P.O. Box 1193**  
**Richmond VA 23218-1193**  
**1/800/441-2258**  
**[Joseph.Chang@securian.com](mailto:Joseph.Chang@securian.com)**

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### ELIGIBILITY

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The following employees are eligible for basic and optional group life coverage:<sup>1</sup>

- Full-time, permanent, salaried state employees, whether covered by VRS or an Optional Retirement Plan (ORP);
- Part-time, classified state employees and part-time college and university faculty who work at least 20 hours per week and are compensated on a salaried basis;
- Public school teachers, administrators (including superintendents who have elected to be covered by the ORP for School Superintendents for their retirement benefits) and clerical employees of public school divisions;

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<sup>1</sup> See *Code of Virginia* §§ 51.1-502 - 51.1-502.3.

- Regular full-time employees of political subdivisions participating in VRS, provided the employer is participating in the Group Life Insurance Program; and
- Eligible employees of the Virginia Port Authority who elected VRS coverage.

**Note:** An employee may not have more than one coverage under the Basic Group Life Insurance Program.<sup>2</sup> See the Employees with Multiple VRS Employers section of the Enroll and Maintain Employees chapter for detailed information.

In addition, employees who participate in optional life may also apply for optional group life insurance for the following:

- A spouse;
- Any unmarried, natural or legally adopted children who are not self-supporting up to a certain age;
- Any unmarried step-children living full-time with the employee in a parent-child relationship up to a certain age;
- Any other children if they are in the permanent court-ordered custody of the employee and can be claimed as a dependent on a federal income tax return up to a certain age; and
- A spouse on full-time active duty in the armed forces.

## **INDIVIDUALS NOT ELIGIBLE**

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The following employees are not covered by basic and optional group life insurance:

- Temporary or wage employees;
- Part-time adjunct faculty;
- University of Virginia Optional Retirement Plan participants;
- Employees of the University of Virginia Medical Center; and
- Employees of the Medical College of Virginia Hospital Authority.

In addition, the following individuals are not eligible for optional group life insurance coverage:

- A former spouse (if divorced);
- Children less than 15 days of age or more than 25 years of age;
- Children 21 years of age but less than 25 unless attending an accredited school or college as a full-time student or unless physically or mentally disabled;
- Children more than 25 unless physically or mentally disabled;
- Married children regardless of age; and
- Any dependent eligible for VRS life insurance as an employee.

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<sup>2</sup> See *Code of Virginia* § 51.1-503.

## **WAIVING COVERAGE**

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An employee has only one opportunity to waive coverage under the VRS Basic Group Life Insurance Program. Basic coverage may be waived only if the employee was employed with a VRS Group Life Insurance participating employer prior to the employer's effective participation date.<sup>3</sup> To waive coverage an eligible employee must complete and submit a Waiver of Group Life Insurance Coverage (VRS-27) to VRS.

An employee who waived basic coverage initially may become insured for basic coverage later if he submits a completed Group Life Insurance Evidence of Insurability (VRS-32).

The employee is responsible for the expense incurred for completing the VRS-32.

Coverage may be waived by a new employee who does not want to participate in the optional life insurance plan by completing Section 5 of the Enrollment Application for VRS Optional Group Life Insurance (VRS-39) and submitting it to Minnesota Life.

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## **OPTIONAL GROUP LIFE INSURANCE ENROLLMENT**

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Eligible employees are enrolled automatically in basic group life on the first day of employment. An employee may apply for optional life insurance at any time. However, if the employee is enrolling in optional life within 31 days of employment, coverage is guaranteed and no medical underwriting is required. Additionally, employees who participate in the optional life plan may add dependents within 31 days of a qualifying event. A qualifying event is an event such as marriage, birth or adoption of a child, or retirement of a spouse when both the employee and spouse are covered under optional life insurance.

When employees are married and both employees have optional coverage and one employee retires for service, the active employee can add the retired spouse to his active optional life coverage without evidence of insurability. The active employee may insure the retired spouse at the same option level for which the spouse was previously insured as an active employee. The coverage amount may not exceed the amount the spouse had while actively employed.

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<sup>3</sup> See *Code of Virginia* § 51.1-507.

## GROUP LIFE INSURANCE

When enrolling in optional life, the employee and/or dependent must pick a coverage level (Options 1, 2, 3 or 4). The following optional life coverage levels require evidence of insurability:

- Levels shaded in gray in the following chart, and
- All levels as a late entrant (applying for coverage after the first 31 days of eligibility).

Option	Employee Insurance Amount*	Spouse Insurance Amount*	Child 15 Days – Maximum Age
1	1 x salary	½ x salary	\$10,000
2	2 x salary	1 x salary	\$10,000
3	3 x salary	1½ x salary	\$20,000
4	4 x salary	2 x salary	\$30,000

\* Guaranteed issue amounts are not to exceed \$375,000 for employee and \$187,500 for spouse.

To enroll in optional, the employee completes the VRS-39 and forwards it to you. You must complete Section 6 of the VRS-39. Individuals who enroll after 31 days and are not guaranteed coverage, or a spouse who enrolls within 31 days but applies for levels within the shaded area above, must complete a VRS-32.

### **ADDITIONS AND CHANGES TO OPTIONAL LIFE COVERAGE**

An employee may enroll in optional life, add a dependent, increase or decrease coverage, or terminate coverage, at any time. Depending on circumstances, adding or increasing optional life coverage may require evidence of insurability. Steps to facilitate optional life insurance changes are as follows:

<b>Enrolling after first 31 days as a late entrant</b>	<ul style="list-style-type: none"> <li>The employee completes the VRS-39. Check the appropriate box(es) for coverage on the employee, spouse, and child.</li> <li>In addition, each individual who seeks to be insured completes a VRS-32.</li> </ul>
<b>Adding a Spouse or a Dependent</b>	<ul style="list-style-type: none"> <li>The employee completes a Request for Change Under Optional Group Life Insurance Plan (VRS-39A).</li> <li>Individuals increasing options (to Option 2, 3 or 4) or adding an insured dependent after the 31 day guarantee period also complete a VRS-32.</li> </ul>
<b>Reducing or Terminating Coverage</b>	<ul style="list-style-type: none"> <li>The employee completes a VRS-39A.</li> </ul>
<b>Qualifying Event</b>	<p>If optional insurance is in effect:</p> <ul style="list-style-type: none"> <li>The employee completes a VRS-39A.             <ol style="list-style-type: none"> <li>If a request is made within 31 days of a qualifying event, insurance is guaranteed up to either the existing level of optional coverage that is in force, or the guaranteed issue amounts as specified by the plan, whichever is less.</li> <li>If a request is made beyond 31 days of a qualifying event, a VRS-32 is required.</li> </ol> </li> </ul> <p>If this is a new enrollment:</p> <ul style="list-style-type: none"> <li>The employee completes the VRS-39.</li> <li>The employee and any dependents not included in the qualifying event complete a VRS-32.</li> </ul>

## OPTIONAL LIFE AND TRANSFERS

An employee who transfers to another VRS-covered employer is viewed as a new employee to the new employer. This means that an employee who starts working at a new agency has a 31-day period beginning from the date of new employment in which to elect optional life on a guaranteed basis. An employee who moves from one state agency to another state agency is not considered to be a new employee because the state is viewed as a single employer. However, an employee who has had more than a full calendar month break in service between state employers is considered a new employee with a 31-day guaranteed issue period for optional life.

Take the following steps to facilitate optional life enrollment for a transfer:

- Give the employee optional life insurance information.
- Determine if the employee had optional life insurance coverage with the previous employer.
- Have the employee complete the appropriate forms, as described in the following situations:

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<b>Guaranteed Issue</b>	<ul style="list-style-type: none"> <li>• The employee completes the VRS-39.               <ul style="list-style-type: none"> <li>• The employee has 31-day period to obtain optional life guaranteed to Option 4, subject to \$375,000 maximum.</li> <li>• The spouse is guaranteed to Option 1.</li> <li>• The child is guaranteed to Option 4.</li> </ul> </li> <li>• The employee submits a VRS-39 to Minnesota Life to record the optional life enrollment.</li> <li>• Insurance coverage is effective on the signature date.</li> <li>• To view employee optional life changes, go to <a href="http://www.lifebenefits.com">www.lifebenefits.com</a>. Select the Billing option and then the Coverage Change Reports option.</li> </ul>
<b>If evidence of insurability is required</b>	<ul style="list-style-type: none"> <li>• Each individual who is not guaranteed completes a VRS-32.</li> <li>• The employee submits a VRS-39 and VRS-32 to Minnesota Life for review.</li> <li>• Upon receipt, Minnesota Life will approve, decline or request additional information deemed necessary for making an underwriting decision.</li> <li>• Minnesota Life notifies the employee by mail of the decision.</li> <li>• When activated for each User ID, an automatic underwriting notification e-mail will provide a prompt to view underwriting activity on <a href="http://www.lifebenefits.com">www.lifebenefits.com</a></li> <li>• To view employee optional life changes, go to <a href="http://www.lifebenefits.com">www.lifebenefits.com</a>. Select the Billing option and then the Coverage Change Reports option.</li> <li>• Coverage begins on the date of the approval.</li> </ul>
<b>If retaining same option level as previous employer</b>	<ul style="list-style-type: none"> <li>• An employee who was previously insured with optional life insurance at a prior agency and wants to retain the previous level of coverage, must complete a VRS-39. This informs Minnesota Life that the employee has had a change in employer and wants to continue optional life coverage.</li> <li>• Coverage for an employee who has had less than a full calendar month break in service between employers is continuous.</li> <li>• Optional life premiums from a prior agency are submitted to Minnesota Life until the last payroll in which the employee is reported.</li> <li>• Optional life premiums with the new agency begin on the first day of the month after the employment date.</li> </ul>

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## **PREMIUMS**

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Premiums for Basic Group Life insurance are paid by either the employee or employer. The employee pays the cost of Optional Group Life Insurance.

## **BASIC GROUP LIFE INSURANCE**

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Employer and employee rates for basic group life are set periodically by the VRS Board of Trustees based upon recommendation by the VRS actuary.

The employer contributes to the Basic Group Life Insurance Program, regardless of whether the employer pays the employee's share of the premiums. Contributions for basic life insurance are reported and sent to VRS. In many cases, the employer pays both the employee and employer share of the basic life premium. When employees pay their share of basic life, employee premiums are automatically deducted from their salary. If the basic premium is not deducted from salary, through no fault of the employee, the employee is insured and is not required to pay the amount that should have been deducted.<sup>4</sup> The employee share is paid until termination. The maximum amount an employee contributes toward group life insurance coverage is 70 cents per month for each \$1,000 of annual salary.<sup>5</sup>

## **OPTIONAL GROUP LIFE INSURANCE**

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An employee who participates in the Optional Group Life Program pays all premiums. Optional life premiums for active employees are payroll deducted and employers remit these premiums directly to Minnesota Life.

An employee in deferred status who had optional life coverage while actively employed and is eligible to continue coverage may pay optional premiums directly to Minnesota Life. This includes employees on leave without pay, on disability under the Virginia Sickness and Disability Program (VSDP) or the Virginia Local Disability Program (VLDP), those who took disability retirement and those who took service retirement and were enrolled in optional group life insurance for at least five years immediately prior to retirement.

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<sup>4</sup> See *Code of Virginia* § 51.1-506.

<sup>5</sup> See *Code of Virginia* § 51.1-506.

GROUP LIFE INSURANCE

Optional life premiums for employees are based on salary and age of the employee. Optional life spouse premiums are based on the spouse's age and the amount of coverage. Optional life premiums for dependent children are based on the level of coverage. Premiums are reviewed and adjusted accordingly once a year unless the employee makes changes in the level of coverage or adds or discontinues coverage on the spouse or dependent children. To view your employee premium amounts, go to [www.lifebenefits.com](http://www.lifebenefits.com).

The following chart shows the current Optional Life Member and Spouse Premium Rates, which were effective July, 2014.

Age of Member/Spouse	Monthly Cost Per \$1,000 of Coverage
Under 30	\$0.05
30 to 34	0.05
35 to 39	0.06
40 to 44	0.09
45 to 49	0.14
50 to 54	0.20
55 to 59	0.33
60 to 64	0.65
65 to 69	1.15
70 to 74	2.06
75 & Over	2.06

The following chart shows the current Optional Life Child(ren) Rates.

Option (Coverage Level)	Cost of Coverage	Child Coverage Amount
1	\$0.80	\$10,000
2	0.80	10,000
3	1.60	20,000
4	2.40	30,000

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## **BENEFICIARIES**

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Life insurance benefits are paid according to the order of precedence unless a beneficiary designation is on file. The order of precedence is as follows:<sup>6</sup>

- To the employee's spouse;
- If no surviving spouse, to the employee's children and descendants of deceased children, per stirpes;
- If none of the above, to the employee's parents equally or to the surviving parent;
- If none of the above, to the duly appointed executor or administrator of the employee's estate; or
- If none of the above, to other next of kin entitled under the law of the state the employee lives in at the time of death.

In the order of precedence, "children" means natural born or adopted children. To designate a stepchild as a beneficiary for defined benefit contributions, the employee must complete a Designation of Beneficiary (VRS-2).

In addition to designating life insurance benefits, an employee may change the way defined benefits are paid by submitting a VRS-2. A VRS-2 may be obtained from the VRS website or by contacting Minnesota Life. A Hybrid Retirement Plan employee who wishes to designate his defined contributions should complete a Beneficiary Designation Form, which can be found on the hybrid website ([www.varetire.org/hybrid](http://www.varetire.org/hybrid)). Any valid designation on file is used to determine the beneficiary of life insurance proceeds unless a form is submitted naming a new beneficiary or designating payment by order of precedence.

**Note:** The employee is always the beneficiary of optional life insurance for a spouse or child.

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<sup>6</sup> See *Code of Virginia* § 51.1-511.

## **INELIGIBILITY OF FORMER SPOUSE NAMED AS BENEFICIARY**

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An employee who divorced prior to July 1, 1993, who had designated a former spouse as the beneficiary and who wants someone other than the former spouse to receive benefits, must file an updated beneficiary designation. For divorces effective July 1, 1993 and thereafter, a former spouse named as the beneficiary for basic group life insurance proceeds is treated as predeceasing the employee unless:

- VRS is presented with legal documentation showing that there is a specific requirement in a divorce decree or separation agreement entered by a court on or after July 1, 1993 requiring that the former spouse be named for these benefits (Group life is not subject to or controlled by ADRO stipulations); or
- The employee has submitted a new beneficiary designation after the date of the divorce naming the former spouse as beneficiary.

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## **NATURAL DEATH BENEFITS**

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Generally, the amount of group life insurance for an active employee is based on his last annual salary earned prior to death, dismemberment or acceleration of death benefits. However, employees participating in group life who have 20 years or more of service have basic group life insurance based on the highest salary earned during the employee's career, regardless of when the highest salary was earned.

The following chart summarizes available basic and optional life insurance amounts for a natural death.

<b>Benefit Type</b>	<b>Employee</b>		<b>Spouse</b>	<b>Child</b>
	<b>Basic Life</b>	<b>Optional Life</b>	<b>Optional Life only</b>	<b>Optional Life only</b>
Natural Death Benefit	2 X Salary	Option elected*	Option elected*	Opt. 1: \$10,000 Opt. 2: \$10,000 Opt. 3: \$20,000 Opt. 4: \$30,000

\* Each option is a multiple of the employee's salary, up to four times salary for employees and two times the employee's salary for the spouse.

Refer to the Employee Group Term Life Certificate of Insurance for definitions and specific details distributed by Minnesota Life. The certificate can be found on the Minnesota Life website ([www.lifebenefits.com](http://www.lifebenefits.com)).

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## ACCIDENTAL DEATH BENEFITS

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When an employee dies as the result of an accident, double indemnity doubles the natural death benefit. Additional benefits may be paid for the employee in certain circumstances.

Benefit Type	Employee		Spouse	Child
	Basic Life	Optional Life	Optional Life only	Optional Life only
Natural Death Benefit	2 X Salary	Option elected*	Option elected*	Opt. 1: \$10,000 Opt. 2: \$10,000 Opt. 3: \$20,000 Opt. 4: \$30,000
Accidental Death Benefits	Double Indemnity Repatriation Seat-Belt Felonious Assault	Double Indemnity	Double Indemnity	Double Indemnity

\* Each option is a multiple of the employee's salary, up to four times salary for employees and two times the employee's salary for the spouse.

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## REPATRIATION BENEFIT

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In addition to the double indemnity benefit payable upon the accidental death of an insured employee, if the accident occurs at least 75 miles away from the employee's home, repatriation coverage pays up to \$5,000 for the actual cost for preparation and transportation of the employee's body to a mortuary.<sup>7</sup>

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## SEAT BELT BENEFIT

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If an insured employee dies or suffers dismemberment in an accident while driving or riding in a private passenger vehicle, an additional accidental death and dismemberment benefit is paid provided that:

1. The vehicle has a safety restraint system,
2. The employee was using the safety restraint system at the time of the accident, and
3. The driver was licensed and not intoxicated or otherwise impaired at the time of the accident.

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<sup>7</sup> See *Code of Virginia* § 51.1-505.01(A).

The additional benefit is the lesser of 10% of the amount otherwise due as a result of the accidental death or dismemberment, or \$50,000.<sup>8</sup>

A safety restraint system means a properly installed seatbelt, lap and shoulder restraint or other restraint approved by the National Highway Traffic Safety Administration. The term does not include an air bag system.

### **FELONIOUS ASSAULT BENEFIT**

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If an insured employee dies or suffers dismemberment as a result of a felonious assault by someone other than a member of the employee's immediate family, an additional accidental death and dismemberment benefit is paid. The additional benefit is the lesser of 25% of the amount otherwise due as a result of the accidental death or dismemberment, or \$50,000.<sup>9</sup> In addition, if the employee has a qualifying child, a savings trust account is opened for each child pursuant to the Virginia College Savings Plan to which the retirement system contributes an amount approximately equal to the current cost of purchasing in full a prepaid tuition contract for tuition and mandatory fees at a four-year public institution of higher education in Virginia. The savings trust account is subject to certain restrictions intended to preserve the funds for the payment of college expenses.

Felonious assault means a physical assault resulting in bodily harm that takes place while the employee is performing his or her customary duties at the employer's normal place of business or at other places the employer's business requires the employee to travel. The assault involves the use of force or violence with the intent to cause harm which constitutes a felony or misdemeanor under applicable law.

Qualifying child means a dependent child under the age of 18 or if the child is 18 or older, the child is enrolled in high school.

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<sup>8</sup> See *Code of Virginia* § 51.1-505.01(B).

<sup>9</sup> See *Code of Virginia* § 51.1-505.01(C).

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## LIVING BENEFITS

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Certain benefits are paid while the employee or dependent is still living.

Benefit Type	Employee		Spouse	Child
	Basic Life	Optional Life	Optional Life only	Optional Life only
Living Benefits	Dismemberment Accelerated	Dismemberment Accelerated	Dismemberment Accelerated	Dismemberment Accelerated

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## DISMEMBERMENT BENEFIT

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The following benefits may be payable for accidental dismemberment as follows:

Both hands or both feet	- Full amount of insurance
Sight of both eyes	- Full amount of insurance
One hand and one foot	- Full amount of insurance
One foot and sight of one eye	- Full amount of insurance
One hand and sight of one eye	- Full amount of insurance
Sight of one eye	- 50% of amount of insurance
One hand or one foot	- 50% of amount of insurance

Please refer to the Certificate of Insurance for more specific details on what is a covered accident and definition of dismemberment or loss of sight. The certificate is available on the VRS or Minnesota Life websites.

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## ACCELERATED BENEFIT

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Covered individuals who are either diagnosed with an illness or who suffer an accidental injury that results in a life expectancy of 12 months or less may be eligible to use VRS life insurance as an accelerated benefit. Additionally, insured employees considering a viatical settlement may want to explore their possible eligibility to receive an accelerated benefit.

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## LIFE INSURANCE DURING LEAVES OF ABSENCE

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Employees on leave with pay continue to have life insurance coverage. Employees on leave without pay may continue coverage for up to 24 months of leave provided premiums are paid. An employee who is on military leave without pay may continue coverage even if the leave without pay period exceeds 24 months. The employer's personnel policy determines whether the employer or the employee pays the premiums.

Take the following steps when an employee takes an approved leave:

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<b>Leave With Pay</b>	<p>Employees on leave with pay continue to have both basic and optional life insurance coverage.</p> <ul style="list-style-type: none"> <li>• To maintain basic coverage, continue to report the employee on your payroll and send in contributions.</li> <li>• To continue optional life, the premium is paid through payroll deduction and sent to Minnesota Life along with the premiums paid by active employees.</li> </ul>
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<b>Leave Without Pay (LWOP)</b>	<p>Employees on LWOP (including Family Medical Leave Act) may continue coverage for up to 24 months provided premiums are paid.</p> <ul style="list-style-type: none"> <li>• Premiums for basic and optional coverage continue through payroll deduction until the last payroll for which the employee receives pay.</li> <li>• Thereafter, the employee should pay basic and optional premiums directly to the employer in the following manner:             <ul style="list-style-type: none"> <li>• Either in advance of the leave in an amount sufficient to cover the period for which the leave is granted, or</li> <li>• In equal monthly installments for the duration of leave.</li> </ul> </li> <li>• Basic life insurance premiums for employees on LWOP are reported to VRS,</li> <li>• Optional life insurance premiums for employees on LWOP are paid to Minnesota Life in one of the following ways:             <ul style="list-style-type: none"> <li>• Employer sends the premium along with optional life premiums for active employees</li> <li>• Employee sends the premium and the employer is required to provide Minnesota Life with documentation of the LWOP status.</li> </ul> </li> </ul>
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If an employee on LWOP does not pay premiums, coverage ceases during the leave period.

- Coverage is reinstated without evidence of insurability upon the employee's return from leave at the same coverage level as before leave.
- Upon return from leave, premiums are paid via payroll deduction. Premiums may begin on the 1<sup>st</sup> of the month after return from leave.

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\*Periods of military leave are covered beyond 24 months if the premiums are paid.

If an employee is on leave without pay at the time a salary increase would normally be effective and dies before returning to work, the death benefit would be paid based on the prior salary because the employee had not actually worked under the higher salary. An exception would be made if the premiums were increased to correspond with the increased salary. In this case, VRS would honor your policy of recognizing a salary increase even in a LWOP situation.

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## **LIFE INSURANCE WHILE ON VSDP OR VLDP**

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Both basic group life and optional group life insurance, including accidental death and dismemberment benefits, continue while an employee is on short-term or long-term disability under VSDP or VLDP.<sup>10</sup>

Employers continue to pay basic group life insurance premiums for employees on short-term disability. The amount of the employee's coverage may be adjusted to include any salary increases awarded while the employee is on short-term disability.

Neither the employee nor the employer is required to pay basic group life insurance premiums for employees on long-term disability. The amount of life insurance coverage is equal to two times the employee's annual salary at the time the employee went on long-term disability, rounded to the next higher thousand dollars. The amount of coverage for an employee on long-term disability may be increased annually by cost-of-living adjustments to the employee's pre-disability annual salary. The cost-of-living adjustments are recommended by the VRS actuary and approved by the VRS Board of Trustees.

Optional life coverage may continue for as long as the employee remains on long-term disability and premiums are paid directly to Minnesota Life. If the long-term disability employee retires under service retirement provisions, optional life coverage can be maintained if the employee was enrolled in optional group life insurance for at least five years immediately prior to retirement. However, if a long-term disability employee is no longer eligible for long-term disability and does not meet the requirements to continue optional life into retirement, the employee can convert his basic or optional coverage to an individual policy.

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<sup>10</sup> See *Code of Virginia* § 51.1-1133.

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## **LIFE INSURANCE AFTER TERMINATION OF EMPLOYMENT**

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Upon leaving VRS-covered employment, an employee may convert basic and/or optional life insurance to an individual policy. Conversion to an individual policy is guaranteed. The employee must convert basic or optional coverage within 31 days of termination. Likewise, an insured dependent who wants to convert optional insurance coverage to an individual life insurance policy may do so within 31 days of:

- the employee's death or
- the date the dependent ceases to qualify for insurance under the policy.

If an employee or dependent wants to convert to an individual policy, please provide the conversion packet information. The conversion packet contains all necessary information, including a Conversion to Secure Protector Whole Life (VRS-35) for the employee or dependent to determine whether to convert coverage. The VRS-35 is also available on both the VRS and Minnesota Life websites.

The employee or dependent completes and sends the required information with the first premium payment to Minnesota Life's Richmond branch office. Minnesota Life bills the employee or dependent directly.

**Note:** Employees who retire, or who are eligible to retire but defer their annuity, are not eligible to convert basic coverage. Basic coverage is retained as a post-retirement benefit.

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## **LIFE INSURANCE AT RETIREMENT**

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An employee who retires from VRS with at least 20 years of creditable service has basic life insurance at retirement based on two times his highest annual salary earned during employment, even if the employee's compensation at retirement was lower. Such insurance decreases annually at the rate of 25% as described below in Service Retirement.

**Note:** The 20 years of creditable service can be under VRS, an ORP or may be a combination of service under VRS and an ORP.

## SERVICE RETIREMENT

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Employees who terminate employment and meet age and service requirements for retirement remain eligible for the death benefit and accelerated benefit. However, accidental death and dismemberment benefits cease upon retirement.<sup>11</sup>

### Basic Group Life Insurance

Retiring members and terminating members who meet eligibility for retirement upon separation of employment, but choose to defer retirement retain basic group life insurance at no cost.

Retirees and terminating members eligible for retirement upon separation have the value of insurance reduced at a rate of 25% of the value at separation on January 1 following one calendar year of separation from service, and annually thereafter, until reaching 25% of its original value. Once fully reduced, the life insurance policy equals approximately 50% of the employee's pre-retirement salary. For employees with at least 30 years of creditable service, the reduction will never decrease the amount of life insurance to less than \$8,000. The \$8,000 value is subject to an annual increase based on the Plan 2 cost of living adjustment (COLA). For example, if the Plan 2 COLA is .02% as of July 1, 2016, then the \$8,000 floor will increase by .02% on July 1, 2016 and remain that figure until July 1, 2017 if a Plan 2 COLA is paid at that time. The value of life insurance is specified on the retiree's VRS Retirement Certificate.

**Example:** An employee separates from employment June 30, 2015 and retires July 1, 2015. He has a salary of \$50,000 and a basic group life insurance value of \$100,000. Coverage reduces as follows:

January 1, 2017 - \$75,000  
 January 1, 2018 - \$50,000  
 January 1, 2019 - \$25,000

**Note:** ORP participants can satisfy service requirements through a combination of VRS and ORP service.

### Optional Life Insurance

An employee who was insured with optional life for at least 60 months prior to retirement or before leaving service may elect to continue optional life in the same group plan at either Option 1 or Option 2, subject to a maximum equal to the lesser of:

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<sup>11</sup> See *Code of Virginia* § 51.1-505(E).

## GROUP LIFE INSURANCE

- The amount of optional insurance in force, or
- \$275,000

Dependents of employees electing to continue optional coverage may also continue optional life insurance. The employee completes and submits the Virginia Retirement System Retiree Optional Life Continuation (VRS-39R) with the first premium payment to Minnesota Life's Richmond branch office.

A retired member remains eligible for the optional life insurance death benefit and accelerated benefit. However, the provision that allows for payment of double the death benefit for an accidental death ceases upon retirement. Dismemberment insurance also ceases upon retirement.

Optional life that is continued for eligible VRS and ORP Plan 1 members, retirees and spouses reduces 25% at ages 65, 70, and 75 with all insurance terminating at age 80. Optional life that is continued for eligible VRS Plan 2, ORP Plan 2 and Hybrid Retirement Plan members, retirees and spouses reduces 25% beginning at the employee's normal retirement age under Social Security. The amount reduces 25% at ages 65, 70 and 75, with all insurance terminating at age 80.

<b>Age</b>	<b>Percentage Reduction</b>	<b>Employee Salary Multiple</b>	<b>Spouse Salary Multiple</b>
65	75%	1.5 x	0.75 x
70	50%	1.0 x	0.5 x
75	25%	0.5 x	0.25 x
80	0%	0 x	0 x

If the employee chooses not continue his policy, he or a dependent may convert optional insurance coverage to an individual policy within 31 days of the date the employee leaves service, as discussed in the Life Insurance After Termination of Employment section of this

chapter. For both conversion and continuation, Minnesota Life bills the employee or dependent directly.

## **DISABILITY RETIREMENT**

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### **Basic Group Life Insurance**

Disability retirees retain life insurance coverage at no cost and may accelerate the death benefit if eligibility requirements are met. However, accidental death and dismemberment benefits cease upon retirement.

For disability retirees with a retirement date prior to July 1, 2001, the annual January 1 coverage reduction begins after attaining age 65. The amount reduces 2% per month every month until the retiree's coverage reaches 25% of the original life insurance policy, which equals approximately 50% of the pre-retirement salary.

For disability retirees who last worked after July 1, 2001, the annual January 1 coverage reduction begins 12 months after the retiree reaches normal retirement age. For example, if the disability retiree reaches normal retirement age on September 10, 2015, coverage begins to reduce January 1, 2017. The 25% annual reduction continues until the retiree's coverage reaches 25% of the original life insurance policy, which equals approximately 50% of the pre-retirement salary. For disability employees with at least 30 years of creditable service, the reduction will never decrease the amount of life insurance to less than \$8,000.

### **Optional Life Insurance**

A retired member remains eligible for the death benefit and accelerated benefit. However, the provision that allows for payment of double the death benefit for an accidental death ceases upon retirement. Dismemberment insurance also ceases upon retirement. If enrolled, optional life insurance in force at retirement continues until the end of the month in which the disability retiree reaches normal retirement age. Normal retirement age means age 65 for Plan 1 and Social Security retirement age for Plan 2. When the retiree reaches the appointed age, the employee may either convert to an individual policy or if eligible, continue a portion of insurance coverage within the group plan. If the disability retiree was insured for at least 60 continuous months before reaching normal retirement age, he can continue the coverage, but it will begin to reduce.

Refer to the Disability Retirement chapter of this manual for more information on life insurance under disability retirement.

## **BASIC GROUP LIFE FOR RETIREES RETURNING TO COVERED EMPLOYMENT**

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### **Returning to a Participating VRS Employer**

If a retiree returns to covered employment with a VRS-participating employer that provides basic group life insurance, coverage resumes and insurance premiums must be paid. The value of the life insurance coverage is based on the employee's salary at the time of reemployment. However, if the employee initially retired on or after July 1, 1999 and had 20 years or more of service credit, the value of insurance is based on the highest salary earned during the employee's career. The retiree is not required to work an additional five years (re-vest) in order to obtain basic group life insurance upon retiring the second time. A returning employee has natural death, accidental death and dismemberment, accelerated death benefits and irrevocable assignment of ownership rights during the second period of employment.

At second retirement, the value of the life insurance is based on the last salary earned while reemployed unless the employee retired July 1, 1999 or after and had 20 years or more of service credit at first retirement. In this case, the value of insurance is based on the highest salary earned during his or her career. The value reduces at a rate of 25% of the original value at retirement on January 1 of the first full year following the date the employee terminates, and annually thereafter, until reaching 25% of its original value.

### **Returning to a Non-Participating VRS Employer**

If a retiree returns to employment with a VRS participating employer who has not elected to participate in the Group Life Insurance Program, the retiree's coverage remains at the level to which it had reduced prior to re-employment. If the employee dies during the second period of employment, the natural death benefit is paid. The reduction in coverage resumes upon return to a retirement status. If the coverage has fully reduced at the time the retiree returns to covered employment, the insurance is in force for the reduced amount while employed, and this amount is carried forward when the employee retires again.

The life insurance amount for members who retire on or after July 1, 1999 with 20 years or more of service is based on the highest salary earned during his career.

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**TAX LIABILITY FOR VALUE OF BASIC LIFE COVERAGE OVER \$50,000**

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Section 79 of the Internal Revenue Code (IRC) requires employers to calculate imputed taxable income for employees with group life insurance coverage in excess of \$50,000.

Employers are responsible for reporting basic group life insurance imputed income for:

- Active employees,
- Inactive employees who are eligible to retire, but deferred retirement,
- Retirees in an ORP, and
- Retirees in local government plans covered only by VRS group life insurance.

The amount of imputed taxable income must be reported on the employee's Form W-2. IRC Section 79 allows employees to exclude from taxable income the value of coverage up to \$50,000. To calculate the imputed taxable income for an employee, the employer must use the Uniform Premium Table Method below as prescribed by the Internal Revenue Service. When using this table and calculating the imputed taxable income, you must use the age of the employee or retiree on December 31.

<b>Age of Employee</b>	<b>Monthly Cost Per \$1,000 of Excess Coverage</b>
Under 25	\$0.05
25 to 29	0.06
30 to 34	0.08
35 to 39	0.09
40 to 44	0.10
45 to 49	0.15
50 to 54	0.23
55 to 59	0.43
60 to 64	0.66
65 to 69	1.27
70 & Over	2.06

Optional group life insurance is not subject to imputed income.

## **CALCULATING IMPUTED INCOME TAX**

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The following is an example of how to calculate imputed taxable income resulting from basic group life coverage.

**Example:** Christy, a 60-year old employee with an annual salary of \$39,600, has \$80,000 basic group term insurance coverage. She pays \$3.00 monthly as an after-tax deduction for her employee share, and her employer pays the remaining employer share.

Amount of insurance in excess of \$50,000 = \$30,000 (\$80,000 - \$50,000)

Cost per \$1,000 of insurance per month = \$0.66 (see Uniform Premium Table).

	\$0.66	
X	<u>30</u>	(amount of insurance in excess of \$50,000)
	\$19.80	
X	<u>12</u>	(months)
	\$237.60	(total cost of insurance per IRS)
-	<u>36.00</u>	(premiums deducted from employee's pay)
	\$201.60	(adjusted cost of insurance)

In this example, \$201.60 is reported as additional income on the employee's W-2 form for the year. If the deduction from the employee's pay is made on a pre-tax basis, the entire premium is treated as paid by the employer. In that case, the full \$237.60 is reported as additional income on the employee's W-2 form for the year.

If the employee has a salary change during the year that results in a change in the amount of coverage, the cost is calculated separately for each period:

1. Calculate the cost for the number of months at the old coverage level.
2. Calculate the cost for the number of months at the new coverage level.
3. Add the results for the two periods together.

## **TAXABLE INCOME CALCULATION WORKSHEET**

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Use the following worksheet to assist you in calculating the employee's additional taxable income resulting from basic group life insurance. The process shown on this worksheet must be used if the employee pays any of the premiums for coverage during the year. The monthly amounts shown in the VRS Group Life Insurance Imputed Income Table section at the end of this chapter may be used for your calculations only if 1) the employer pays the employee's premiums during the entire year or 2) the employee's portion of the premium is paid on a pre-tax basis under a cafeteria plan or IRC Section 125 plan maintained by the employer.

- |   |       |     |
|---|-------|-----|
| 1. Total units of insurance (coverage/1,000)          | _____ | (1) |
| 2. Units of excess insurance (line 1 minus 50)        | _____ | (2) |
| 3. "Cost" per \$1,000 per month (from IRS table)      | _____ | (3) |
| 4. "Cost" of one month (line 2 x line 3)              | _____ | (4) |
| 5. Number of months at this rate                      | _____ | (5) |
| 6. Additional income for the period (line 4 x line 5) | _____ | (6) |

Repeat steps 1 through 6, as needed, to determine the income for the entire year and enter the result on line 7.

- |   |       |     |
|---|-------|-----|
| 7. Total additional income for the year                             | _____ | (7) |
| 8. Basic Plan Employee premium, after tax withholding for the year  | _____ | (8) |
| 9. Net additional taxable income for the year (line 7 minus line 8) | _____ | (9) |

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## **ABSOLUTE ASSIGNMENT OF LIFE INSURANCE**

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An employee may make a voluntary irrevocable assignment of ownership rights in the insurance provided by basic group life insurance by completing a Virginia Retirement System Absolute Assignment (VRS-37) (available from Minnesota Life). Collateral assignments may not be made. Any employee contemplating such an assignment should seek the advice of legal counsel.

An irrevocable assignment does not change any beneficiary designation made prior to the date the assignment is made. However, the assignee of the life insurance may change the designation of the beneficiary. A spouse or dependent's optional life insurance may not be assigned.

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## **ADDITIONAL INFORMATION**

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The life insurance proceeds provided by Chapter 5 of Title 51.1 of the *Code of Virginia*, including any optional insurance proceeds, are exempt from levy, garnishment, and other legal process. However, any overpayment of benefits including retirement allowances, health insurance credits, and VSDP or VLDP payments paid to a retiree may be deducted from any insurance proceeds payable to a retiree's beneficiaries.<sup>12</sup>

Insurance proceeds from an employee's basic and optional insurance may be reduced by amounts required to enforce the employee's child or child and spousal support obligation, pursuant to Chapter 19 of Title 63.2 of the *Code of Virginia* or any court process to enforce such an obligation.

Any payment to an employee or beneficiary which is later determined to have been procured on the basis of any knowingly false statement or falsification of records may be recovered from the employee or beneficiary by credit against future payments due the member or beneficiary, by legal action, or by deducting any overpayment of benefits from insurance proceeds.<sup>13</sup> The employee or beneficiary will be given an opportunity to dispute any such proceedings in accordance with provisions of the Administrative Process Act.

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<sup>12</sup> See *Code of Virginia* § 51.1-510.

<sup>13</sup> See *Code of Virginia* § 51.1-124.11.

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## CLAIMS

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All questions regarding claims and any requests for forms or assistance with claims may be referred directly to Minnesota Life.

## HOW TO REPORT A DEATH

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Report employee and retiree deaths to Minnesota Life's Richmond branch office by using the "Contact Us" page on the VRS or Minnesota Life websites. In addition, you may:

- E-mail: [Joseph.Chang@securian.com](mailto:Joseph.Chang@securian.com)
- Call toll free: 1-800-441-2258
- Fax: 1-804-644-2460
- Mail to:

**Minnesota Life  
P.O. Box 1193  
Richmond VA 23218-1193**

The following information is generally helpful to begin a claim:

- Employee's name
- Employee's Social Security number
- Name of deceased (if not the same as employee)
- Date of death
- State in which death occurred, if other than Virginia
- Name, address, and phone number of person reporting claim

Notice to Minnesota Life of an employee's death begins the death claim process for the VRS Group Life Insurance benefit processing, VRS Retirement and Survivor Benefit processing, and notification to VSDP or VLDP in order to discontinue benefits. The phone numbers and web addresses for notifying ORP Retirement & Survivor Benefits and Deferred Compensation Program of an employee death are provided below. Although you do not have to contact VRS Retirement and Survivor Benefits, VSDP or VLDP to notify of an employee's death, the contact information is provided and may be used if more specific information or forms are required.

- VRS Retirement and Survivor Benefits: 1-888-VARETIR or [www.varetire.org](http://www.varetire.org)
- ORP Retirement and Survivor Benefits: 1-888-VARETIR or [www.varetire.org](http://www.varetire.org)
- Deferred Compensation Plan/Virginia Cash Match Plan: 1-VRS-DCPLAN1 (1-877-327-5261) or [www.varetire.org/dcp](http://www.varetire.org/dcp)
- VSDP: 1-800-652-5602 or [www.unum.com/claimant](http://www.unum.com/claimant)
- VLDP: 1-888-859-1293 or [www.unum.com/claimant](http://www.unum.com/claimant)

## **ACTIVE EMPLOYEES**

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For a death claim related to an active employee, your office should coordinate securing the necessary claim information and submitting it to Minnesota Life. However, if at anytime you require assistance, please contact Minnesota Life's Richmond branch office. Contact information can be found in the How to Report a Death section of this chapter. All required forms are available on the Minnesota Life or VRS websites. The following documentation is generally required for processing a claim:

- **Notice of Claim** - Complete this form to verify the employee's eligibility and certify annual salary for life insurance benefit calculation.
- **Certified Copy of the Death Certificate** - Only one certified copy of a death certificate is required. Minnesota Life uses the death certificate to process the life insurance claim. VRS uses it to process survivor benefits as well as other associated benefits.
- **Preference Beneficiary's Statement or Beneficiary Statement** - A Preference Beneficiary's Statement is used for employee death claims that are paid under the order of precedence. The order of precedence is as follows: 1) spouse, 2) natural or legally adopted children and descendants of deceased children, per stirpes, 3) parents, 4) estate, or 5) next of kin of the employee entitled under the laws of the domicile of the employee at the time of death. If more than one person qualifies under a specific order (i.e., multiple children), each beneficiary must complete a Preference Beneficiary Statement. A Beneficiary Statement is used for employee death where a claim is paid using the most current beneficiary designation, and also for dependent death where the employee is the beneficiary.

The Notice of Claim, Preference Beneficiary's Statement and Beneficiary Statement forms are available on the Minnesota Life websites.

**Note:** If a former spouse is designated beneficiary and the annulment or divorce decree was effective July 1, 1993 or after, the designation is revoked. The death benefit is payable as if the former spouse predeceased the insured (payable to contingent beneficiary(ies), if any, otherwise by the order of precedence).

If an employee has an account balance in one of the defined contribution plans, a death claim must also be filed with the plan record keeper.

## **RETIRED AND NON-ACTIVE MEMBERS**

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For a death claim related to a retiree or a member in deferred status, advise the person reporting the death to contact Minnesota Life's Richmond branch office. Upon verification of insurance coverage, Minnesota Life works directly with the beneficiary to complete the processing of the claim.

## **CLAIMING AN ACCELERATED BENEFIT**

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To process an accelerated claim, Minnesota Life requires a Notice of Claim for Accelerated Benefit form. This form is available on the Minnesota Life and VRS websites. The member completes Part 1 of the form. The physician completes Part 2 and also includes copies of relevant medical records.

The completed Notice of Claim for Accelerated Benefit form and accompanying medical records may be sent to Minnesota Life's Richmond branch office:

**Minnesota Life  
P.O. Box 1193  
Richmond VA 23218-1193  
1-800-441-2258**

## **CLAIMING ACCIDENTAL DISMEMBERMENT**

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To process an accidental dismemberment claim, Minnesota Life requires a Virginia Retirement System Accidental Dismemberment and Loss of Sight Claim (VRS-31) available on the VRS or Minnesota Life websites. The employee completes Part 1 of the form. The physician completes Part 2 and includes copies of relevant medical records.

A completed VRS-31 and accompanying medical records may be sent to Minnesota Life's Richmond branch office:

**Minnesota Life  
P.O. Box 1193  
Richmond VA 23218-1193  
1-800-441-2258**

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## **CESSATION OF LIFE INSURANCE BENEFITS**

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Both basic group life and optional life insurance coverage for an employee cease upon the earliest of:<sup>14</sup>

- Termination (except in cases of service or disability retirement, long-term disability or if the employee qualifies for service retirement but delays receiving the monthly benefit),
- Failure to pay the member contribution required for the first 24 months of leave without pay, or
- Failure to return to pay status after taking 24 months of leave without pay.

Coverage also ceases if an employee accelerates 100% of the benefit (takes the entire value of his life insurance policy).

Accidental death and dismemberment insurance on an employee ceases upon the earliest of:<sup>15</sup>

- Termination
- Failure to pay the member contribution required for the first 24 months of leave without pay
- Failure to return to pay status after taking 24 months of leave without pay
- Retirement

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<sup>14</sup> See *Code of Virginia* § 51.1-505(F).

<sup>15</sup> See *Code of Virginia* § 51.1-505(E).

GROUP LIFE INSURANCE

**VRS GROUP LIFE INSURANCE IMPUTED INCOME TABLE**

Annual Salary Rate	Under 25	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 & up
25,001 – 26,000	0.10	0.12	0.16	0.18	0.20	0.30	0.46	0.86	1.32	2.54	4.12
26,001 – 27,000	0.20	0.24	0.32	0.36	0.40	0.60	0.92	1.72	2.64	5.08	8.24
27,001 – 28,000	0.30	0.36	0.48	0.54	0.60	0.90	1.38	2.58	3.96	7.62	12.36
28,001 – 29,000	0.40	0.48	0.64	0.72	0.80	1.20	1.84	3.44	5.28	10.16	16.48
29,001 – 30,000	0.50	0.60	0.80	0.90	1.00	1.50	2.30	4.30	6.60	12.70	20.60
30,001 – 31,000	0.60	0.72	0.96	1.08	1.20	1.80	2.76	5.16	7.92	15.24	24.72
31,001 – 32,000	0.70	0.84	1.12	1.26	1.40	2.10	3.22	6.02	9.24	17.78	28.84
32,001 – 33,000	0.80	0.96	1.28	1.44	1.60	2.40	3.68	6.88	10.56	20.32	32.96
33,001 – 34,000	0.90	1.08	1.44	1.62	1.80	2.70	4.14	7.74	11.88	22.86	37.08
34,001 – 35,000	1.00	1.20	1.60	1.80	2.00	3.00	4.60	8.60	13.20	25.40	41.20
35,001 – 36,000	1.10	1.32	1.76	1.98	2.20	3.30	5.06	9.46	14.52	27.94	45.32
36,001 – 37,000	1.20	1.44	1.92	2.16	2.40	3.60	5.52	10.32	15.84	30.48	49.44
37,001 – 38,000	1.30	1.56	2.08	2.34	2.60	3.90	5.98	11.18	17.16	33.02	53.56
38,001 – 39,000	1.40	1.68	2.24	2.52	2.80	4.20	6.44	12.04	18.48	35.56	57.68
39,001 – 40,000	1.50	1.80	2.40	2.70	3.00	4.50	6.90	12.90	19.80	38.10	61.80
40,001 – 41,000	1.60	1.92	2.56	2.88	3.20	4.80	7.36	13.76	21.12	40.64	65.92
41,001 – 42,000	1.70	2.04	2.72	3.06	3.40	5.10	7.82	14.62	22.44	43.18	70.04
42,001 – 43,000	1.80	2.16	2.88	3.24	3.60	5.40	8.28	15.48	23.76	45.72	74.16
43,001 – 44,000	1.90	2.28	3.04	3.42	3.80	5.70	8.74	16.34	25.08	48.26	78.28
44,001 – 45,000	2.00	2.40	3.20	3.60	4.00	6.00	9.20	17.20	26.40	50.80	82.40
45,001 – 46,000	2.10	2.52	3.36	3.78	4.20	6.30	9.66	18.06	27.72	53.34	86.52
46,001 – 47,000	2.20	2.64	3.52	3.96	4.40	6.60	10.12	18.92	29.04	55.88	90.64
47,001 – 48,000	2.30	2.76	3.68	4.14	4.60	6.90	10.58	19.78	30.36	58.42	94.76
48,001 – 49,000	2.40	2.88	3.84	4.32	4.80	7.20	11.04	20.64	31.68	60.96	98.88
49,001 – 50,000	2.50	3.00	4.00	4.50	5.00	7.50	11.50	21.50	33.00	63.50	103.00
50,001 – 51,000	2.60	3.12	4.16	4.68	5.20	7.80	11.96	22.36	34.32	66.04	107.12
51,001 – 52,000	2.70	3.24	4.32	4.86	5.40	8.10	12.42	23.22	35.64	68.58	111.24
52,001 – 53,000	2.80	3.36	4.48	5.04	5.60	8.40	12.88	24.08	36.96	71.12	115.36
53,001 – 54,000	2.90	3.48	4.64	5.22	5.80	8.70	13.34	24.94	38.28	73.66	119.48
54,001 – 55,000	3.00	3.60	4.80	5.40	6.00	9.00	13.80	25.80	39.60	76.20	123.60
55,001 – 56,000	3.10	3.72	4.96	5.58	6.20	9.30	14.26	26.66	40.92	78.74	127.72
56,001 – 57,000	3.20	3.84	5.12	5.76	6.40	9.60	14.72	27.52	42.24	81.28	131.84
57,001 – 58,000	3.30	3.96	5.28	5.94	6.60	9.90	15.18	28.38	43.56	83.82	135.96
58,001 – 59,000	3.40	4.08	5.44	6.12	6.80	10.20	15.64	29.24	44.88	86.36	140.08
59,001 – 60,000	3.50	4.20	5.60	6.30	7.00	10.50	16.10	30.10	46.20	88.90	144.20
60,001 – 61,000	3.60	4.32	5.76	6.48	7.20	10.80	16.56	30.96	47.52	91.44	148.32
61,001 – 62,000	3.70	4.44	5.92	6.66	7.40	11.10	17.02	31.82	48.84	93.98	152.44
62,001 – 63,000	3.80	4.56	6.08	6.84	7.60	11.40	17.48	32.68	50.16	96.52	156.56
63,001 – 64,000	3.90	4.68	6.24	7.02	7.80	11.70	17.94	33.54	51.48	99.06	160.68
64,001 – 65,000	4.00	4.80	6.40	7.20	8.00	12.00	18.40	34.40	52.80	101.60	164.80
65,001 – 66,000	4.10	4.92	6.56	7.38	8.20	12.30	18.86	35.26	54.12	104.14	168.92
66,001 – 67,000	4.20	5.04	6.72	7.56	8.40	12.60	19.32	36.12	55.44	106.68	173.04
67,001 – 68,000	4.30	5.16	6.88	7.74	8.60	12.90	19.78	36.98	56.76	109.22	177.16
68,001 – 69,000	4.40	5.28	7.04	7.92	8.80	13.20	20.24	37.84	58.08	111.76	181.28
69,001 – 70,000	4.50	5.40	7.20	8.10	9.00	13.50	20.70	38.70	59.40	114.30	185.40
70,001 – 71,000	4.60	5.52	7.36	8.28	9.20	13.80	21.16	39.56	60.72	116.84	189.52
71,001 – 72,000	4.70	5.64	7.52	8.46	9.40	14.10	21.62	40.42	62.04	119.38	193.64
72,001 – 73,000	4.80	5.76	7.68	8.64	9.60	14.40	22.08	41.28	63.36	121.92	197.76
73,001 – 74,000	4.90	5.88	7.84	8.82	9.80	14.70	22.54	42.14	64.68	124.46	201.88
74,001 – 75,000	5.00	6.00	8.00	9.00	10.00	15.00	23.00	43.00	66.00	127.00	206.00
75,001 – 76,000	5.10	6.12	8.16	9.18	10.20	15.30	23.46	43.86	67.32	129.54	210.12
76,001 – 77,000	5.20	6.24	8.32	9.36	10.40	15.60	23.92	44.72	68.64	132.08	214.24
77,001 – 78,000	5.30	6.36	8.48	9.54	10.60	15.90	24.38	45.58	69.96	134.62	218.36
78,001 – 79,000	5.40	6.48	8.64	9.72	10.80	16.20	24.84	46.44	71.28	137.16	222.48
79,001 – 80,000	5.50	6.60	8.80	9.90	11.00	16.50	25.30	47.30	72.60	139.70	226.60
80,001 – 81,000	5.60	6.72	8.96	10.08	11.20	16.80	25.76	48.16	73.92	142.24	230.72
81,001 – 82,000	5.70	6.84	9.12	10.26	11.40	17.10	26.22	49.02	75.24	144.78	234.84
82,001 – 83,000	5.80	6.96	9.28	10.44	11.60	17.40	26.68	49.88	76.56	147.32	238.96
83,001 – 84,000	5.90	7.08	9.44	10.62	11.80	17.70	27.14	50.74	77.88	149.86	243.08
84,001 – 85,000	6.00	7.20	9.60	10.80	12.00	18.00	27.60	51.60	79.20	152.40	247.20
85,001 – 86,000	6.10	7.32	9.76	10.98	12.20	18.30	28.06	52.46	80.52	154.94	251.32
86,001 – 87,000	6.20	7.44	9.92	11.16	12.40	18.60	28.52	53.32	81.84	157.48	255.44
87,001 – 88,000	6.30	7.56	10.08	11.34	12.60	18.90	28.98	54.18	83.16	160.02	259.56
88,001 – 89,000	6.40	7.68	10.24	11.52	12.80	19.20	29.44	55.04	84.48	162.56	263.68
89,001 – 90,000	6.50	7.80	10.40	11.70	13.00	19.50	29.90	55.90	85.80	165.10	267.80
90,001 – 91,000	6.60	7.92	10.56	11.88	13.20	19.80	30.36	56.76	87.12	167.64	271.92
91,001 – 92,000	6.70	8.04	10.72	12.06	13.40	20.10	30.82	57.62	88.44	170.18	276.04
92,001 – 93,000	6.80	8.16	10.88	12.24	13.60	20.40	31.28	58.48	89.76	172.72	280.16
93,001 – 94,000	6.90	8.28	11.04	12.42	13.80	20.70	31.74	59.34	91.08	175.26	284.28
94,001 – 95,000	7.00	8.40	11.20	12.60	14.00	21.00	32.20	60.20	92.40	177.80	288.40

GROUP LIFE INSURANCE

**VRS GROUP LIFE INSURANCE IMPUTED INCOME TABLE**

Annual Salary Rate	Under 25	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 & up
95,001 – 96,000	7.10	8.52	11.36	12.78	14.20	21.30	32.66	61.06	93.72	180.34	292.52
96,001 – 97,000	7.20	8.64	11.52	12.96	14.40	21.60	33.12	61.92	95.04	182.88	296.64
97,001 – 98,000	7.30	8.76	11.68	13.14	14.60	21.90	33.58	62.78	96.36	185.42	300.76
98,001 – 99,000	7.40	8.88	11.84	13.32	14.80	22.20	34.04	63.64	97.68	187.96	304.88
99,001 – 100,000	7.50	9.00	12.00	13.50	15.00	22.50	34.50	64.50	99.00	190.50	309.00
100,001 – 101,000	7.60	9.12	12.16	13.68	15.20	22.80	34.96	65.36	100.32	193.04	313.12
101,001 – 102,000	7.70	9.24	12.32	13.86	15.40	23.10	35.42	66.22	101.64	195.58	317.24
102,001 – 103,000	7.80	9.36	12.48	14.04	15.60	23.40	35.88	67.08	102.96	198.12	321.36
103,001 – 104,000	7.90	9.48	12.64	14.22	15.80	23.70	36.34	67.94	104.28	200.66	325.48
104,001 – 105,000	8.00	9.60	12.80	14.40	16.00	24.00	36.80	68.80	105.60	203.20	329.60
105,001 – 106,000	8.10	9.72	12.96	14.58	16.20	24.30	37.26	69.66	106.92	205.74	333.72
106,001 – 107,000	8.20	9.84	13.12	14.76	16.40	24.60	37.72	70.52	108.24	208.28	337.84
107,001 – 108,000	8.30	9.96	13.28	14.94	16.60	24.90	38.18	71.38	109.56	210.82	341.96
108,001 – 109,000	8.40	10.08	13.44	15.12	16.80	25.20	38.64	72.24	110.88	213.36	346.08
109,001 – 110,000	8.50	10.20	13.60	15.30	17.00	25.50	39.10	73.10	112.20	215.90	350.20
110,001 – 111,000	8.60	10.32	13.76	15.48	17.20	25.80	39.56	73.96	113.52	218.44	354.32
111,001 – 112,000	8.70	10.44	13.92	15.66	17.40	26.10	40.02	74.82	114.84	220.98	358.44
112,001 – 113,000	8.80	10.56	14.08	15.84	17.60	26.40	40.48	75.68	116.16	223.52	362.56
113,001 – 114,000	8.90	10.68	14.24	16.02	17.80	26.70	40.94	76.54	117.48	226.06	366.68
114,001 – 115,000	9.00	10.80	14.40	16.20	18.00	27.00	41.40	77.40	118.80	228.60	370.80
115,001 – 116,000	9.10	10.92	14.56	16.38	18.20	27.30	41.86	78.26	120.12	231.14	374.92
116,001 – 117,000	9.20	11.04	14.72	16.56	18.40	27.60	42.32	79.12	121.44	233.68	379.04
117,001 – 118,000	9.30	11.16	14.88	16.74	18.60	27.90	42.78	79.98	122.76	236.22	383.16
118,001 – 119,000	9.40	11.28	15.04	16.92	18.80	28.20	43.24	80.84	124.08	238.76	387.28
119,001 – 120,000	9.50	11.40	15.20	17.10	19.00	28.50	43.70	81.70	125.40	241.30	391.40
120,001 – 121,000	9.60	11.52	15.36	17.28	19.20	28.80	44.16	82.56	126.72	243.84	395.52
121,001 – 122,000	9.70	11.64	15.52	17.46	19.40	29.10	44.62	83.42	128.04	246.38	399.64
122,001 – 123,000	9.80	11.76	15.68	17.64	19.60	29.40	45.08	84.28	129.36	248.92	403.76
123,001 – 124,000	9.90	11.88	15.84	17.82	19.80	29.70	45.54	85.14	130.68	251.46	407.88
124,001 – 125,000	10.00	12.00	16.00	18.00	20.00	30.00	46.00	86.00	132.00	254.00	412.00
125,001 – 126,000	10.10	12.12	16.16	18.18	20.20	30.30	46.46	86.86	133.32	256.54	416.12
126,001 – 127,000	10.20	12.24	16.32	18.36	20.40	30.60	46.92	87.72	134.64	259.08	420.24
127,001 – 128,000	10.30	12.36	16.48	18.54	20.60	30.90	47.38	88.58	135.96	261.62	424.36
128,001 – 129,000	10.40	12.48	16.64	18.72	20.80	31.20	47.84	89.44	137.28	264.16	428.48
129,001 – 130,000	10.50	12.60	16.80	18.90	21.00	31.50	48.30	90.30	138.60	266.70	432.60
130,001 – 131,000	10.60	12.72	16.96	19.08	21.20	31.80	48.76	91.16	139.92	269.24	436.72
131,001 – 132,000	10.70	12.84	17.12	19.26	21.40	32.10	49.22	92.02	141.24	271.78	440.84
132,001 – 133,000	10.80	12.96	17.28	19.44	21.60	32.40	49.68	92.88	142.56	274.32	444.96
133,001 – 134,000	10.90	13.08	17.44	19.62	21.80	32.70	50.14	93.74	143.88	276.86	449.08
134,001 – 135,000	11.00	13.20	17.60	19.80	22.00	33.00	50.60	94.60	145.20	279.40	453.20
135,001 – 136,000	11.10	13.32	17.76	19.98	22.20	33.30	51.06	95.46	146.52	281.94	457.32
136,001 – 137,000	11.20	13.44	17.92	20.16	22.40	33.60	51.52	96.32	147.84	284.48	461.44
137,001 – 138,000	11.30	13.56	18.08	20.34	22.60	33.90	51.98	97.18	149.16	287.02	465.56
138,001 – 139,000	11.40	13.68	18.24	20.52	22.80	34.20	52.44	98.04	150.48	289.56	469.68
139,001 – 140,000	11.50	13.80	18.40	20.70	23.00	34.50	52.90	98.90	151.80	292.10	473.80
140,001 – 141,000	11.60	13.92	18.56	20.88	23.20	34.80	53.36	99.76	153.12	294.64	477.92
141,001 – 142,000	11.70	14.04	18.72	21.06	23.40	35.10	53.82	100.62	154.44	297.18	482.04
142,001 – 143,000	11.80	14.16	18.88	21.24	23.60	35.40	54.28	101.48	155.76	299.72	486.16
143,001 – 144,000	11.90	14.28	19.04	21.42	23.80	35.70	54.74	102.34	157.08	302.26	490.28
144,001 – 145,000	12.00	14.40	19.20	21.60	24.00	36.00	55.20	103.20	158.40	304.80	494.40
145,001 – 146,000	12.10	14.52	19.36	21.78	24.20	36.30	55.66	104.06	159.72	307.34	498.52
146,001 – 147,000	12.20	14.64	19.52	21.96	24.40	36.60	56.12	104.92	161.04	309.88	502.64
147,001 – 148,000	12.30	14.76	19.68	22.14	24.60	36.90	56.58	105.78	162.36	312.42	506.76
148,001 – 149,000	12.40	14.88	19.84	22.32	24.80	37.20	57.04	106.64	163.68	314.96	510.88
149,001 – 150,000	12.50	15.00	20.00	22.50	25.00	37.50	57.50	107.50	165.00	317.50	515.00
150,001 – 151,000	12.60	15.12	20.16	22.68	25.20	37.80	57.96	108.36	166.32	320.04	519.12
151,001 – 152,000	12.70	15.24	20.32	22.86	25.40	38.10	58.42	109.22	167.64	322.58	523.24
152,001 – 153,000	12.80	15.36	20.48	23.04	25.60	38.40	58.88	110.08	168.96	325.12	527.36
153,001 – 154,000	12.90	15.48	20.64	23.22	25.80	38.70	59.34	110.94	170.28	327.66	531.48
154,001 – 155,000	13.00	15.60	20.80	23.40	26.00	39.00	59.80	111.80	171.60	330.20	535.60
155,001 – 156,000	13.10	15.72	20.96	23.58	26.20	39.30	60.26	112.66	172.92	332.74	539.72
156,001 – 157,000	13.20	15.84	21.12	23.76	26.40	39.60	60.72	113.52	174.24	335.28	543.84
157,001 – 158,000	13.30	15.96	21.28	23.94	26.60	39.90	61.18	114.38	175.56	337.82	547.96
158,001 – 159,000	13.40	16.08	21.44	24.12	26.80	40.20	61.64	115.24	176.88	340.36	552.08
159,001 – 160,000	13.50	16.20	21.60	24.30	27.00	40.50	62.10	116.10	178.20	342.90	556.20
160,001 – 161,000	13.60	16.32	21.76	24.48	27.20	40.80	62.56	116.96	179.52	345.44	560.32
161,001 – 162,000	13.70	16.44	21.92	24.66	27.40	41.10	63.02	117.82	180.84	347.98	564.44
162,001 – 163,000	13.80	16.56	22.08	24.84	27.60	41.40	63.48	118.68	182.16	350.52	568.56
163,001 – 164,000	13.90	16.68	22.24	25.02	27.80	41.70	63.94	119.54	183.48	353.06	572.68
164,001 – 165,000	14.00	16.80	22.40	25.20	28.00	42.00	64.40	120.40	184.80	355.60	576.80
165,001 – 166,000	14.10	16.92	22.56	25.38	28.20	42.30	64.86	121.26	186.12	358.14	580.92

GROUP LIFE INSURANCE

**VRS GROUP LIFE INSURANCE IMPUTED INCOME TABLE**

Annual Salary Rate	Under 25	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 & up
166,001 – 167,000	14.20	17.04	22.72	25.56	28.40	42.60	65.32	122.12	187.44	360.68	585.04
167,001 – 168,000	14.30	17.16	22.88	25.74	28.60	42.90	65.78	122.98	188.76	363.22	589.16
168,001 – 169,000	14.40	17.28	23.04	25.92	28.80	43.20	66.24	123.84	190.08	365.76	593.28
170,001 – 171,000	14.50	17.40	23.20	26.10	29.00	43.50	66.70	124.70	191.40	368.30	597.40
171,001 – 172,000	14.70	17.64	23.52	26.46	29.40	44.10	67.62	126.42	194.04	373.38	605.64
172,001 – 173,000	14.80	17.76	23.68	26.64	29.60	44.40	68.08	127.28	195.36	375.92	609.76
173,001 – 174,000	14.90	17.88	23.84	26.82	29.80	44.70	68.54	128.14	196.68	378.46	613.88
174,001 – 175,000	15.00	18.00	24.00	27.00	30.00	45.00	69.00	129.00	198.00	381.00	618.00
175,001 – 176,000	15.10	18.12	24.16	27.18	30.20	45.30	69.46	129.86	199.32	383.54	622.12
176,001 – 177,000	15.20	18.24	24.32	27.36	30.40	45.60	69.92	130.72	200.64	386.08	626.24
177,001 – 178,000	15.30	18.36	24.48	27.54	30.60	45.90	70.38	131.58	201.96	388.62	630.36
178,001 – 179,000	15.40	18.48	24.64	27.72	30.80	46.20	70.84	132.44	203.28	391.16	634.48
179,001 – 180,000	15.50	18.60	24.80	27.90	31.00	46.50	71.30	133.30	204.60	393.70	638.60
180,001 – 181,000	15.60	18.72	24.96	28.08	31.20	46.80	71.76	134.16	205.92	396.24	642.72
181,001 – 182,000	15.70	18.84	25.12	28.26	31.40	47.10	72.22	135.02	207.24	398.78	646.84
182,001 – 183,000	15.80	18.96	25.28	28.44	31.60	47.40	72.68	135.88	208.56	401.32	650.96
183,001 – 184,000	15.90	19.08	25.44	28.62	31.80	47.70	73.14	136.74	209.88	403.86	655.08
184,001 – 185,000	16.00	19.20	25.60	28.80	32.00	48.00	73.60	137.60	211.20	406.40	659.20
185,001 – 186,000	16.10	19.32	25.76	28.98	32.20	48.30	74.06	138.46	212.52	408.94	663.32
186,001 – 187,000	16.20	19.44	25.92	29.16	32.40	48.60	74.52	139.32	213.84	411.48	667.44
187,001 – 188,000	16.30	19.56	26.08	29.34	32.60	48.90	74.98	140.18	215.16	414.02	671.56
188,001 – 189,000	16.40	19.68	26.24	29.52	32.80	49.20	75.44	141.04	216.48	416.56	675.68
189,001 – 190,000	16.50	19.80	26.40	29.70	33.00	49.50	75.90	141.90	217.80	419.10	679.80
190,001 – 191,000	16.60	19.92	26.56	29.88	33.20	49.80	76.36	142.76	219.12	421.64	683.92
191,001 – 192,000	16.70	20.04	26.72	30.06	33.40	50.10	76.82	143.62	220.44	424.18	688.04
192,001 – 193,000	16.80	20.16	26.88	30.24	33.60	50.40	77.28	144.48	221.76	426.72	692.16
193,001 – 194,000	16.90	20.28	27.04	30.42	33.80	50.70	77.74	145.34	223.08	429.26	696.28
194,001 – 195,000	17.00	20.40	27.20	30.60	34.00	51.00	78.20	146.20	224.40	431.80	700.40
195,001 – 196,000	17.10	20.52	27.36	30.78	34.20	51.30	78.66	147.06	225.72	434.34	704.52
196,001 – 197,000	17.20	20.64	27.52	30.96	34.40	51.60	79.12	147.92	227.04	436.88	708.64
197,001 – 198,000	17.30	20.76	27.68	31.14	34.60	51.90	79.58	148.78	228.36	439.42	712.76
198,001 – 199,000	17.40	20.88	27.84	31.32	34.80	52.20	80.04	149.64	229.68	441.96	716.88
199,001 – 200,000	17.50	21.00	28.00	31.50	35.00	52.50	80.50	150.50	231.00	444.50	721.00