

**PARTICIPATION FORM  
MUST BE RETURNED BEFORE  
Date:**

Date:

RE: **Group # policy # NAME:**  
**CULTURAL ASSOCIATION POLICY RENEWAL – Date:**

We are pleased to confirm that your cultural association will have its policy issue anniversary DATE. It is very important that you follow the renewal procedures below, and return the required information to us as soon as possible.

- **Complete the enclosed participation form with your group's total active members and total members that are on this plan. This form must be returned by DATE to the billing office. Failure to complete this form by the above date will most likely result in a significant increase to your premiums by the insurance company. (Note: at least 75% of the active members must be insured on this plan in order to continue coverage.)**
- Review the current list of all members carefully for accuracy. This list includes:
  1. Member's name
  2. Date of birth
- Complete the enclosed census form with new member information. The social security number and date of birth must be completed for each member. If the social security number or date of birth is missing that member must wait until the next renewal to be included on this plan. The census form must be received in the billing office by **DATE**. **If the census form is returned to us late the new people will not be included on the policy and will have to wait until next years renewal to be included on this plan.**

We believe your community has a right to be proud of its foresight and concern for the welfare of its members in the establishment of this very valuable life insurance benefit. Your association is an example of strong leadership to other groups that are attempting to grow into more unified communities. Associations of all types are more difficult to administer because of their volunteer nature and we thank you for your past and future help with this process. If you have any questions, please feel free to contact the billing office at 877-532-5247 or contact your agents at Cultural Group Benefit Company at 763-593-5107.

Sincerely,

The Standard Life Insurance Company Billing Office  
LeClair Insurance, Plan Administrator

651-287-3248 or 877-532-5247

**Fax number 651-739-3260 (if you would like to fax your forms please fax them back to us)**

**Please start the process now, as it is difficult to obtain essential member information at the last minute.**