

PORTABILITY PROCEDURES

HYATT LEGAL PLANS, INC.

If you wish to continue your legal plan benefit after retiring or terminating employment with Virginia Bankers Association, you must enroll for portable enrollment within **30 days** of your last day of employment.

To apply for portable enrollment:

- An employee needs to call Hyatt's Client Service Center at **1-800-821-6400**, Monday-Friday (8am - 7pm ET). A highly trained Client Service Representative will assist you in the application process.
- Enrollment is prepaid via remittance of a lump sum payment equal to your legal plan's monthly rate times 30 months (\$16.50 x 30 months= \$495.00).
- Your canceled check or credit card statement will serve as confirmation of your enrollment.
- Portable enrollments will remain effective for a 30 month period and refunds will not be issued.
- Under portable enrollment, dependent definitions are the same as those for active Employees.
- The covered services and exclusions are the same as those under your current plan. Please visit www.legalplans.com or call **1-800-821-6400** for plan details.

If you should have any questions, please do not hesitate to call Hyatt's Client Service Center.

