

# Guide to Term Conversions

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# Table of Contents

Overview	3
Getting Started	4
Types of Conversions	6
Ways to Convert	7
Form Requirements	8
Form Submission and Questions	9
Underwriting Requirements	10
Convertible Products and Riders	13
Conversion and Replacements	17
Equivalent Risk Classes	18
Conversions and Waiver of Premium	19
Ownership Arrangements for Term Conversion	20
Term Conversion Credits	21
Life Term Conversion Team Contacts	22

# Overview

A term conversion is a contractual right which allows the owner of an existing term policy or term rider to change to permanent insurance without providing evidence of insurability at attained age. Find out more on the **Convertible Products and Riders** (see chart in this document). The contractual right is to the policy owner; therefore, the owners must remain the same through the conversion process. The resulting permanent policy will receive an equivalent risk classification to the original term coverage, **Equivalent Risk Classes** (see chart in this document) and the face amount will be the term policy/rider that is convertible.

**Please note:** To help clients with a term conversion, producers must be onboarded with MassMutual Strategic Distributors (MMSD) and be the current servicing agent on the policy. Any onboarding questions should be directed to our Advisor Operations Team at **1-800-601-9983**, Option 3.

## Benefits of Converting



### FOR THE CLIENT:

The client receives new permanent coverage with the equivalent risk classification as their original term coverage, regardless of their current health unless additional coverage or a better risk classification is requested.



### FOR THE PRODUCER:

The producer receives a full first-year commission on the amount converted, and the conversion is not considered a replacement.

# Getting Started

- Premiums on the original term coverage should continue to be paid until the conversion has been completed. Term coverage must be paid to within 30 days at time of conversion. Any unused premium for the term coverage will be refunded once the conversion is complete. If the term coverage is not paid current, it may be considered a lapsed contract and require reinstatement in order to convert.
- The term coverage is reduced/terminated at the same time the new permanent policy is issued. Therefore, the initial premium is recommended to be collected for the new permanent policy, so coverage remains in force.
- If the term coverage has waiver of premium, the rider will automatically be carried over unless otherwise requested, provided insured is age 59 or younger.
- Neither alternate nor additional policies can be issued in conjunction with a term conversion. Sales illustrations/presentations can be used prior to the paperwork being completed to help determine what will be applied for.
- If the policy is assigned, the assignee must sign the paperwork and the assignment will carry from the original term coverage to the new permanent coverage.
- If a better risk class is requested or if the resulting permanent policy will result in additional coverage, evidence of insurability is required. Please refer to the [Age and Amount Underwriting Requirements Guide](#) for more details.
- Conversions from certain term products/riders to certain permanent products may also generate a term conversion credit equal to 10% of the first annual premium. Conversion credits are generally available on MassMutual term policies issued before 2018. Conversion Credits from those term products that offer conversion credits are only available when converting to Whole Life 100.
- If the premium for term coverage being converted is currently paid via disability waiver of premium, the only product that can be converted to is Whole Life 100. **Note:** *the premium frequency will remain the same as the term coverage frequency and the policy date will be determined by a claims examiner.*
- The term coverage must remain in force one day in order to convert and policy delivery requirements must be met.
- Some older term policies are impacted by banding when converting. If the balance continued after converting drops below a band, the cost per thousand for that continued balance will increase (higher premiums).

## Additional Rules Regarding Conversions to or From Term Riders:

- Conversions from term coverage (policies and riders) to permanent insurance are affected by the one-to-one base policy-to-term rider face amount ratio guidelines. For example, if converting a \$1M Term the maximum amount of LISR or RTR would be \$500K for a \$500K Base Face Amount policy.
- Multiple term riders – If a term policy or rider is converted to a Whole Life 100 policy, both LISR and the RTR may be attached, subject to the same one-to-one ratio with the base policy for each rider.
- Conversions of Other Insured Riders (OIRO or OIRI) to new OIRI coverage are not allowed.
- Conversions of RTR to new RTR coverage is not allowed.
- Conversions of LISR to new LISR coverage is not allowed.

## Refund of Unused Premium

Refunds of Unused Premium are available on all eligible conversions. This refund consists of an unused premium and/or dividends from the term policy. They are given on a pro-rata basis from the effective date of the conversion to the paid-to-date of the term policy on the amount converted. The refund on any balance terminated (not converted) is from the later of the received date of the conversion application or the conversion effective date. The money can be used to pay initial premium or will be refunded to the client.

Term coverage must be paid to within 30 days of the conversion being processed in order to be considered inforce.

# Types of Conversions

## Full Conversions:

A full conversion is the result of converting the full face amount of the term coverage to new permanent coverage with the same face amount. At the time the new permanent coverage is issued/added, the term coverage will be terminated and any unused premiums for that term coverage will be refunded.

## Partial Conversions:

A partial conversion is the result of converting a portion of the term face amount of the term coverage to permanent coverage with that same face amount. The balance of the term coverage can either be,

1. Continued, as long as the balance meets the product minimums, or
2. Terminated.

### Note:

- Refunds for amount converted will be as of the conversion effective date. Refunds for amount terminated will be the later of the received date of the application or the conversion effective date.
- Any portion terminated and new coverage applied for within 13 months would be considered a replacement on a new coverage applied for with reduced compensation where appropriate.

# Ways to Convert

## 1. Conversion to a New Permanent Policy:

- Generates a new life policy with delivery requirements for the permanent policy and balance continue schedule pages for any term coverage continued.
- The resulting policy must meet policy minimums. **Note:** *if the entire term coverage is being converted and it does not meet any product minimums, the term coverage can be fully converted to the Whole Life 100 only. In Addition:* Any term coverage remaining must meet product minimums on term coverage.
- New policy generates normal first year commissions (FYC) (*if not in conjunction with a replacement*).
- Commissions are generated after the initial premium is applied.

## 2. Conversion to Increase an Existing Policy:

- If permanent product allows increases (currently only WL100, WL85 and WL65; Universal Life and Variable Life) and LTC rider is not and was never on the base policy, the permanent policy can be increased. WL10, WL15, and L20 products **cannot** be increased. See [Quick Reference](#).
- Generates only new life policy schedule pages for the increased policy. (Balance to continue schedule pages may be generated if term coverage converted was from a different policy.)
- Increases to existing policies must be a minimum face amount of \$25,000.
- Generates FYC (if not in conjunction with a replacement).
- Commissions are generated after the PAC account drafts at the new premium amount or the next frequency payment is made (if not PAC).
- Term coverage and RTR can be converted to base and LISR on an existing policy if it meets the 1:1 ratio and is on the base policy anniversary.

# Form Requirements

## 1. Conversion to a New Permanent Policy:

Conversion application and required supplemental forms can be obtained through [Life App Express](#).

- A2000 Part 1 application (all pages of the application must be returned) along with FR2089 Conversion & Insurability Option Life Insurance Supplement, Producer's Statement, NAIC requirement, FR2193 Source of Funds Questionnaire and any state required forms through [Life App Express](#).

OR

- A1002 Simplified Conversion application and Producer's Statement, NAIC Requirement and any state required forms through [Life App Express](#). **Note:** A full Part 1 application is required and the A1002 Simplified Conversion application cannot be used if full Underwriting is needed or a replacement is involved.

A1002 Simplified Conversion can be used for conversions to new policies and conversions to increase existing policies if the following criteria is met:

- Original term coverage was sold **after** 2007
- Not part of a qualified plan
- The policy being converted has a single owner
- Converting to **base coverage only** (not converting term coverage to base with a rider) (examples: LISR, ALIR, RTR)
- Converting to a new whole life or universal life policy (not for use with survivorship or variable life)

## 2. Conversion to Increase Existing Policy:

Conversion application and required supplemental forms can be obtained through [Life App Express](#).

**Note:** It is recommended that a Quote be requested prior to processing these increases to ensure the correct forms and cost due (if any) are collected and submitted. Quotes for requirements and cost due can be obtained by sending an email to [MMSDconversionquestions@massmutual.com](mailto:MMSDconversionquestions@massmutual.com)

- A11 Life Policy Change application state specific based on the original contract state for policy being increased. For assistance with A11 form, please call MMSD Sales Desk: 800-601-9983, Option 1

OR

- A1002 Simplified Conversion application (search keyword A1002-XX, where XX is replaced by the state abbreviation). [Life App Express](#). **Note:** A11 is required and the A1002 Simplified Conversion application cannot be used if full Underwriting is needed or a replacement is involved.

A1002 Simplified Conversion can be used for conversions to new policies and conversions to increase existing policies if the following criteria is met:

- Original term coverage was sold **after** 2007
- Not part of a qualified plan
- The policy being converted has a single owner
- Converting to **base coverage only** (not converting term coverage to base with a rider) (examples: LISR, ALIR, RTR)
- Converting to a new whole life or universal life policy (not for use with survivorship or variable life)

## Form Submission and Questions

### 1. Conversions to a New Permanent Policy

- Submit all required forms for Conversions to New Policies to [MMSDnewbusiness@massmutual.com](mailto:MMSDnewbusiness@massmutual.com)
- Submit all subsequent requirements to [mmsd\\_requirements@massmutual.com](mailto:mmsd_requirements@massmutual.com)
- Email conversion eligibility questions to [MMSDconversionquestions@massmutual.com](mailto:MMSDconversionquestions@massmutual.com)

### 2. Conversions to Increase Existing Policy

If you have any of the following, it must be submitted to [MMSDconversionquestions@massmutual.com](mailto:MMSDconversionquestions@massmutual.com):

- A11 Life Change Application or the A1002 Simplified Conversion application and requirements
- Subsequent requirements for conversions/options to increase existing Legacy series policies, including policy number
- Cost due via EFT for conversions/options to increase existing policies, including policy number

# Underwriting Requirements

A term conversion does not require evidence of insurability and the permanent coverage will be issued with an equivalent risk classification. The new permanent policy will receive the same risk classification\* as the original term coverage.

*\*If the same exact risk classification is no longer available or not available on the product being purchased, an **Equivalent Risk Class** (see chart in this document) will be used for the permanent policy.*

Term Conversions only require evidence of insurability for underwriting when applying for:

- Additional coverage (i.e., higher face amount).
- Additional riders (i.e., LTCR).
- Better risk classification (i.e., term coverage has non-tobacco, requesting select non-tobacco at conversion) (see **Equivalent Risk Class** chart in this document).

For that portion of new coverage that will be underwritten, please use [this reference guide](#) to determine what the medical requirements will be.

Regardless of the outcome from underwriting, the client will never get a lower face amount or risk classification than the original term coverage as long as conversion paperwork is requested in the Home Office prior to last day of convertibility. (See **Equivalent Risk Class** chart in this document).

## Conversions to New Permanent Coverage with the Long Term Care Rider (requires underwriting)

If purchasing a permanent policy via conversion with the LTCAccess Rider, the following items are required at submission in addition to the complete application package:

- LTCAccess Rider Life New Business Application Supplement Package (FR2024)
- Nonmedical Part Two
- HIPAA Authorization/Personal Health Related Information ([ICC12F8186LI](#))
- State required authorizations or disclosures
- An APS may be requested by the underwriter at any time based on their review

In addition to the above, when completing the A2000 life application, complete all personal questions and any non-medical information.

### Note: Ownership restrictions with Long Term Care Rider

- The LTCR is recommended for insureds to own the policy personally (or spouse), rather than a third-party ownership arrangement. While third-party ownership is allowed, adverse tax consequences may result since LTCR benefits are paid to the owner.
- Multiple/joint owners are NOT allowed, therefore, there are no exceptions.

## Conversions to New Permanent Coverage with Term Riders

Term policies and the face amount of some term riders (LISR, OIRI/OIRO, RTR) while still within the conversion period, may be converted to a new permanent policy with a term rider without evidence of insurability as long as the term rider face amount is equal to or less than the new permanent policy face amount.

- Conversions of LISR cannot be converted to a permanent policy with LISR
- Conversions of RTR cannot be converted to a permanent policy with RTR

## LISR Conversions

It is strongly recommended to email [MMSDconversionquestions@massmutual.com](mailto:MMSDconversionquestions@massmutual.com) to determine LISR term portion available for conversion.

## Converting a New Policy with LISR and/or RTR

If the resulting permanent policy does not meet the 1:1 ratio, evidence of insurability will be required for any excess term rider above the 1:1 ratio and will be considered a replacement if some of the term coverage is terminated and some of the new coverage is underwritten.

## Converting a New Policy with ALIR:

- RTR and LISR cannot be converted to ALIR/PALIR/SALIR/UALIR.
- Conversions from term policies within the first year to ALIR/PALIR/SALIR/UALIR require underwriting.
- Does NOT need to meet a 1:1 ratio.
- The calculation for determining the death benefit (risk amount) associated with ALIR differs between scheduled and unscheduled.
- When calculating the death benefit amount for UALIR – Use the coverage amount (year 1) on the Coverage Information page of the illustration.

- When calculating the death benefit amount for PALIR – Multiply the annual premium for the PALIR by the factor listed in the Scheduled Column on the U98 that corresponds to the client's age.
- When calculating the death benefit amount for SALIR – Multiply the modal premium for the SALIR by the frequency factor (monthly = 12, quarterly = 4, semi-annual = 2, annual = 1) to find the annual SALIR. Then multiply by the factor listed in the Scheduled Column on the U98e that corresponds to the client's age.

## Backdating

Term conversion can only be backdated:

- Up to 30 days from the current date.
- Up to 6 months to save age for the client.

**Note:** The new coverage cannot be backdated if a contractual right was exercised on either the term policy or existing policy. Examples include Owner change, Loan etc.

# Convertible Products and Riders

PRODUCT	CONVERTIBILITY PERIOD
<b>APT80</b> (Adjustable Premium Term)	To the 5th policy anniversary or to the anniversary nearest the insured's age 65, whichever is later
<b>Term-1-Renewable</b>	To the anniversary nearest the insured's age 65
<b>Term-5-Renewable</b>	To the anniversary nearest the insured's age 65
<b>T5</b>	To the 5th policy anniversary or to the anniversary nearest the insured's age 65, whichever is later
<b>T5G</b> (2004 series)	To the 5th anniversary
<b>T5G</b> (2005 series)	To the 10th anniversary or to the anniversary nearest the insured's age 65, whichever is later
<b>T10</b>	To the 10th policy anniversary or to the anniversary nearest the insured's age 65, whichever is later
<b>T10G</b> (98 & 99 series)	To the 10th policy anniversary or to the anniversary nearest the insured's age 65, whichever is later
<b>T10G</b> (2004 series)	To the 10th anniversary
<b>T10G</b> (2005 series)	To the 10th policy anniversary or to the anniversary nearest the insured's age 65, whichever is later
<b>T15</b>	To the 15th policy anniversary or to the anniversary nearest the insured's age 65, whichever is later
<b>T20</b>	To the 20th policy anniversary or to the anniversary nearest the insured's age 65, whichever is later
<b>T20G</b> (98 & 99 series)	To the 20th policy anniversary or to the anniversary nearest the insured's age 65, whichever is later
<b>T20G</b> (2004 series)	To the 20th anniversary
<b>T20G</b> (2005 series)	To the 10th anniversary
<b>T30G</b> (2004 series)	To the 5th anniversary
<b>T30G</b> (2005 series)	To the 30th anniversary or to the anniversary nearest the insured's age 65, whichever is later

<b>Level Ten</b> (issued after 2/14/1994)	Convertible to the 10th Policy Anniversary or to anniversary nearest age 65, whichever occurs first
<b>Select ART</b>	Convertible to the anniversary nearest the insured's attained age 70
<b>Select ART NY</b>	Convertible to the anniversary nearest the insured's attained age 65
<b>5 Year Renewable Term</b>	Convertible to the anniversary nearest the insured's attained age 65
<b>Decreasing Term</b>	Convertible to the 3rd anniversary prior to expiry, but not after the anniversary nearest age 65
<b>Select Term</b>	Convertible to the anniversary nearest the insured's attained age 70
<b>Blue Chip (BC) Select 70</b>	Convertible to the anniversary nearest the insured's attained age 65
<b>BC Select</b>	Convertible to the anniversary nearest the insured's attained age 70 To 65 in NY
<b>YRT 100 (Prior to 86 Edition) Yearly Renewable Term</b>	Convertible to the anniversary nearest the insured's attained age 80 If substandard, convertible to 75
<b>YRT 100 (86 Edition and after)</b>	Convertible to the anniversary nearest the insured's age 70
<b>YRT-70 (Prior to 86 Edition)</b>	Convertible to the anniversary nearest the insured's age 70
<b>YRT-70 (86 Edition and After)</b>	Convertible to the anniversary nearest the insured's age 65
<b>BC Enterprise Select</b>	Convertible within 30 days before or after the earlier of the 3rd policy anniversary or the anniversary nearest the Insured's age 70 To age 65 in NY
<b>BC Enterprise 100</b>	Convertible to the anniversary nearest the insured's attained age 70 To 65 in NY
<b>BC Enterprise 10</b>	Convertible to the 10th anniversary or to the anniversary nearest the insured's attained age 70, whichever occurs first
<b>BC Enterprise 10 NY</b>	Convertible to the 10th anniversary or to the anniversary nearest the insured's attained age 60, whichever occurs first
<b>BCEP (97 Edition and after)</b>	Policy is convertible to the 10th anniversary or the anniversary nearest the insured's attained age 65, whichever is earlier

<b>BC Enterprise 58</b>	To 5th policy anniversary
<b>Enterprise 10</b>	Convertible to the 10th anniversary or to the anniversary nearest the insured's attained age 70, whichever occurs first
<b>Enterprise 10 NY</b>	Convertible to the 10th anniversary or the anniversary nearest the insured's attained age 60, whichever occurs first
<b>Level Protector (94 Edition only)</b>	Convertible prior to the 10th anniversary or the anniversary nearest the insured's attained age 65, whichever occurs first
<b>Joint Life</b>	Application must be submitted within 90 days of the first insured's death Insurance cannot be purchased if the surviving insured is over the age of 75
<b>VTART</b> (Vantage Term)	Policy date to lesser of 10th anniversary and age 65- but not less than 5th anniversary
<b>VT10</b> (Vantage Term 10 and MassMutual Term 10)	Policy date to lesser of 10th anniversary and age 65- but not less than to 2nd anniversary
<b>VT15</b>	Policy date to lesser of 10th anniversary and age 65- but not less than to 2nd anniversary
<b>VT20</b>	Policy date to lesser of 10th anniversary and age 65- but not less than to 2nd anniversary
<b>VT25</b>	Policy date to lesser of 10th anniversary and age 65
<b>VT30</b>	Policy date to lesser of 10th anniversary and age 65
<b>VT15ECP</b> (Extended Conversion Period)	Policy date to lesser of 15th anniversary and age 65
<b>VT20ECP</b>	Policy date to lesser of 20th anniversary and age 65
<b>VT25ECP</b>	Policy date to lesser of 20th anniversary and age 65
<b>VT30ECP</b>	Policy date to lesser of 20th anniversary and age 65

The following is a listing of life insurance riders that are convertible. These riders offer a similar option of convertibility, like term products, and provide an opportunity for a client to purchase more insurance coverage without having to provide evidence of insurability. Each rider has a distinct window of time in which the client can convert (or purchase) more insurance.

RIDER	CONVERTIBILITY PERIOD
<b>RTR1</b> (Renewable Term Rider)	To the 5th policy anniversary or to the anniversary nearest the insured's age 65, whichever is later
<b>RTR5</b>	To the anniversary nearest the insured's age 65
<b>RTR (2001 CSO)</b>	To the 10th policy anniversary or to the anniversary nearest the insured's age 65, whichever is later
<b>RTR (2017 CSO)</b>	To the 10th policy anniversary or to the anniversary nearest the insured's age 65, whichever is earlier - but not less than 2nd anniversary
<b>LISR</b>	10th policy anniversary or to the anniversary nearest the insured's age 65, whichever is earlier
<b>YTR 5th Dividend Option</b>	To the anniversary nearest the insured's age 65
<b>FIA 55/60/65</b>	To wife's age 55/60/65, children at 25th birthday
<b>CIA/CTR 5/10/15/20/65</b>	Child's 25th birthday
<b>EPA 5/10/15/20/65</b>	5 years to 66, 10 years to 65, 12 years to 65, 15 years for EPA65 (60 to 65 depending on age at issue)
<b>MRA/MDR 10/15/20/65</b>	10/12/15/20/24 years from issue
<b>FPA 10/15/20/25/30</b>	10/12/15/20/24 years from issue
<b>DTA/DTR 10/15/20/25/30</b>	10/12/15/20/24 years from issue
<b>LTR 5/10/15/20/65</b>	5/10/12/15 years to age 65 – 60 to 65 depending on age at issue
<b>FIR 10/15/20/25/30</b>	10/12/15/20/24 years from issue

# Conversions and Replacements

If a portion of the term coverage is terminated during the conversion process, in general, it is not considered replacement coverage. There are two scenarios, however, that could result in the new policy issued as a conversion being treated as a replacement.

- If the insured has a separate policy that has lapsed or been surrendered within 13 months of this conversion being issued, the new policy will be considered a replacement with reduced compensation where applicable.
- If any portion of the original term coverage is terminated and the newly issued permanent policy has any portion of the coverage underwritten (such as not meeting the 1:1 ratio), the conversion would be considered a replacement for that portion with reduced compensation where applicable.

## Replacement Considerations

If any portion of the original term policy is terminated all applicable state replacement regulations apply. The fully underwritten portion of any term rider coverage exceeding the one-to-one ratio is considered new coverage, which means suicide and contestability periods for this portion begin again.

# Equivalent Risk Classes

Under the conversion privilege, the new permanent policy will be assigned the **same or closest equivalent risk class** to the risk class assigned to the existing term policy. If the same exact class is available on the new product being issued, the client will receive that same class on the new policy. If the same class is not available any longer or is not available on the particular product being chosen, a comparable risk class must be assigned.

This chart describes what comparable classes are available when an exact match is not possible.

RISK CLASSIFICATION OF THE EXISTING TERM POLICY OR RIDER:	RISK CLASSIFICATION OF NEW POLICY:
Ultra Preferred Non Tobacco	Ultra Preferred Non-Tobacco
Select Preferred Non-Tobacco Preferred Non-Smoker (APT80 or riders attached to 9500 Series WL, 9500 Series MWL, EWL, LPWL, LPL65, 20PL, 10PL)	Select Preferred Non-Tobacco
Preferred Non-Smoker Former Connecticut Mutual policies (YRT, Enterprise 100, Level 10, Select ART, Enterprise 10 or riders attached to Econolife, GP20Life, BCEP) Reformed Non-Tobacco Non-Smoker Juvenile Non-Smoker Blank Aggregate Standard (CM Policies) Select (CM Policies)  Non-Tobacco Plus (VT Term Products) Preferred Non-Tobacco Non-Tobacco	Non-Tobacco
Select Preferred Tobacco	Select Preferred Tobacco
Preferred Tobacco Tobacco Preferred Smoker Smoker	Tobacco

**Note:** More favorable risk classifications than those indicated above require full age/face amount underwriting evidence. (See [Age and Amount Underwriting Requirements Guide](#) for more information).

# Conversions and Waiver of Premium

If the original term coverage has waiver of premium the rider will be automatically carried over to the new policy unless otherwise requested or the insured is over age 59. There are some exceptions:

- Waiver of Premium will be automatically carried over, however, the length of time on the new policy will be restricted to the number of premium-paying years left based on the new coverage as well as the age of the insured. The rider must be payable for more than 5 years on the new policy to qualify. Client must be age 59 or younger.
- Waiver of Premium being carried over to Universal Life (other than UL Guard) or Variable Life products will become Waiver of Monthly Charges/Deductions.
- Waiver of Premium being carried over to UL Guard, will receive the Specified Premium Amount set at zero, and only monthly charges/deductions will be waived upon disability claim.
- If dollar amounts are specified for Waiver of Specified Premium on UL Guard policies, evidence of insurability will be needed.
- For Universal Life or Variable Life policies, if disability benefit and Waiver of Specified Premium Amount is requested, evidence of insurability will be required.
- If premiums on the base policy are waived under the Waiver of Premium Rider, the only product available for conversion is the Whole Life 100. For conversions from Vantage Term, a policy owner has the additional right to convert his or her policy if:
  - The policy has a Waiver of Premium rider on the Insured in force at the end of the Level Premium Period; and
  - At that time, the Insured is totally disabled.
- If converting term coverage to increase an existing policy:
  - If the existing policy to be increased has waiver of premium but the term coverage does not, the client can either have the waiver underwritten to be added to the term policy or convert to a new policy without waiver.
  - If the existing policy to be increased does not have waiver of premium but the term coverage does, the waiver cannot be carried over to the increase portion. The waiver can be removed from the term but is not required or convert to a new policy without waiver.
  - Cannot increase a policy with waiver if client is over age 59 and not on waiver claim.

# Ownership Arrangements for Term Conversions

## Trust – Owned Policies

Any new policy that is to be trust owned will require a [Certification of Trust Agreement \(F6734\)](#). This is a policy-specific form and must be provided even if the same trust owns the original term coverage. This helps to ensure that no material changes have been made to the trust or trustees since the original term policy was issued.

## Changes to Ownership in Conjunction with a Conversion:

- The owner(s) of the term coverage must be the owner(s) of the new permanent policy during a conversion.
- If a client wants to change ownership from the term coverage to the permanent coverage, that ownership must change either prior to requesting conversion or changed after the conversion has been completed.
- **Note:** The resulting conversion cannot be dated prior to ownership change. The new policy cannot be backdated if a contractual right was exercised on either the term coverage or existing whole life policy, if applicable.

## Corp – Owned Policies/LLC:

- For *Owner of Existing Policy* please take your copy of the application A2000 and on the signature page have the signature and title secured. We also require the signature and title on the FR2089 Conversion & Insurability Option Life Insurance Supplement, F5248 Owner Designation Form and the F5159 Beneficiary Designation Form.
- If the Insured is also signing as a Corporate Officer, we must have the signature of a second Officer of the Corporation on all forms, unless the Insured also provides a letter on company letterhead stating s/he is the sole Officer of the Corporation, or the Corporate Seal is affixed to the application signature panel.
- If the Insured is related to the person signing as a Corporate Officer, we must have the signature of a second Officer of the Corporation on all forms, however the Insured may act as the second signer. All signature(s) must include the Corporate Title of the signer(s).

# Term Conversion Credits

A Term Conversion Credit may be available when certain term products/riders are converted to an eligible whole life policy.

The Term Conversion Credit must be applied toward the initial premium payment for a new eligible permanent policy (or increased segment if converting to increase an existing policy). The portion of premium that is paid from the term conversion credit will not generate any commission to the producer.

Term Products that may produce a Term Conversion Credit, if converted during specific years:

- Renewable Term Rider (RTR) attached to a Legacy-series Whole Life (years 2-7)
- Annually Renewable Term (ART) (years 2-7)
- The 2010 series of Vantage Term 10 (VT10) (years 2-7)\*
- The 2010 series of Vantage Term 20 (VT20) (years 2-7)\*
- The 2010 series of Vantage Term Annually Renewable Term (VTART) (years 2-5)\*

*\*Term conversion credits are not available with the 2018 series of Vantage Term.*

Products currently eligible to receive a Term Conversion Credit:

- Whole Life 100 (WL100) –both to new policies and increase segments to existing policies

## Offsets/Not Taken/Free Looks

If a client decides not to accept the newly issued policy, resulting from the conversion, a Reissue Request form F6126 may be submitted to [Life\\_DIPolicyReissue@MassMutual.com](mailto:Life_DIPolicyReissue@MassMutual.com), requesting an offset (free look or not taken). Be sure to indicate if the term coverage should be restored or remain terminated. If requested close to the original issue date, the term coverage will be restored to the state prior to conversion when the new permanent policy is made not taken. **However, this is time sensitive!**

## Conversion Offset

A Not Taken/ Offset is defined as when the newly issued permanent policy has not had premium applied to it (it's unreported).

- The policy and request for offset must be received at the Home Office no later than 60 days from the issue date in order to qualify for an offset.
- Any refund generated due to the conversion (i.e: premium refund, dividend refund, etc.) that were given must be returned to the Home Office at time of request.

- The term policy will be returned to the state prior to conversion and, depending on timing, a cost may be required in order to restore the term coverage.

A Free Look/ Offset is defined as when the newly issued permanent policy has had premium applied to it (it's reported).

- The premiums applied to the new permanent coverage will be refunded under the Free Look provision.
- The policy and request for offset must be returned to the Home Office within the Free Look period (and no later than 60 days from the issue date) in order to be eligible for offset.
- Any refund generated due to the conversion (ie: premium refund, dividend refund, etc.) that were given must be returned to the Home Office at the time of request.
- The term policy will be returned to the state prior to conversion and, depending upon timing, premiums may be required in order to restore the term coverage.

**CAUTION: *If the new policy and request for offset is not returned to the Home Office within 60 days from issue, the original term policy may require reinstatement in order to restore to the state it was prior to conversion. Note: reinstatement is not available for partial conversions.***

## Life Term Conversion Team Contacts

FOR MORE INFORMATION ON:	
Forms	MMSD Sales Desk: 800-601-9983, Option 1.
Illustration Requests	MMSD Sales Desk: 800-601-9983, Option 1.
Inforce Ledger Requests	Life Service Center, 800-601-9983, Option 5
Commissions	Advisor Operations, 800-601-9983, Option 3
Licensing	Advisor Operations, 800-601-9983, Option 3
Contracting	Advisor Operations, 800-601-9983, Option 3
Term Conversion Processing	Email with policy # to: <a href="mailto:MMSDconversionquestions@massmutual.com">MMSDconversionquestions@massmutual.com</a>

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