



Catholic Charities of the Diocese of Raleigh

Providing Help—Creating Hope—Serving All

Life Insurance

- [Beneficiary Designation Form](#)
- [Group Life Insurance Certificate](#)

Provider:

Reliance Standard Life Insurance Company

Policy No: GL 160729

The Diocese of Raleigh provides a life insurance benefit for all regular full-time employees. The value of life insurance is equal to two times an employee's current salary rounded up to the next thousand. Life insurance benefit amounts are reduced after the age of 70. The Diocese of Raleigh does not offer a supplemental life insurance option to employees or their dependents.

Enrollment/Beneficiary Designation

Enrollment in the Life Insurance plan is automatic at the time of enrollment for medical/dental benefits. If an eligible employee waives coverage for medical/dental benefits, they will still be enrolled in the Diocese of Raleigh life insurance plan.

A beneficiary (or beneficiaries) must be designated at the time of enrollment using the Reliance Standard Beneficiary Designation Form. The original beneficiary form must be sent to the Human Resources office, attention Nancy von Gunten, Benefits Administrator.

Salary Increases/Change in Beneficiary

Increases in an employee's salary must be reported to Christian Brothers Services in order for the value of an employee's life insurance to be correct. Christian Brothers Services will report the increase to Reliance Standard Life Insurance Company. Changes in salary can be made by the location administrator using the CBS online Billing/Enrollment system www.cbsservices.org or by downloading a spreadsheet for multiple salary changes all at once and sending to the Billing Enrollment Department at HBSEnrollmentHelp@cbsservices.org.

Changes in a beneficiary (or beneficiaries) require that a new Reliance Standard Designation of Beneficiary form be completed. All original beneficiary forms must be sent to the Human Resources office, attention Nancy von Gunten, Benefits Administrator.

Filing a Life Insurance Claim

All claims for life insurance benefits must be handled through the Human Resources office. Please notify Nancy von Gunten, Benefits Administrator, at 984-900-3420 if an eligible employee dies.

All correspondence and completion of forms with the beneficiary(s) will be handled directly from the Human Resources office.

Applicable Life Insurance benefits will be paid directly from Reliance Standard Life Insurance Company to the beneficiary (or beneficiaries).

07.2022