



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #22-17HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, J.D., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Hartford Group Term Life Insurance

**DATE:** July 18, 2017

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**Hartford Group Term Life Insurance  
ENROLLMENT PERIOD  
August 1 – August 31, 2017**

Beginning **August 1 through August 31, 2017**, all eligible employees will receive an opportunity to enroll in the Hartford Group Term Life Insurance.

Please take a moment to review the following link to learn more about the program: [2017 Hartford Voluntary Group Term Life Insurance](#). You may apply by completing the enrollment forms included in the previous link. Enrollment forms must be submitted by the close of business, **August 31, 2017**.

**Completed enrollment forms should be sent to:**

**Attn: Bonnie Cook**  
**Capital Insurance Agency, Inc.**  
**P.O. Box 15949**  
**Tallahassee, FL 32317-5949**

**or by Fax: 850-701-2028**

Employees currently enrolled under code 0208 on their *Employee Earnings Statement* do not need to re-enroll. Your coverage will continue automatically. Please note that the premiums are age rated and subject to change on the renewal anniversary if you have aged into another age band. It is important to review your earnings statement to ensure you are aware of all deductions.

If you have further questions or concerns regarding the plan, please contact Capital Insurance Agency at (800) 780-3100.