ADVANCE Insurance Company of Kansas SM

AdvanceNotice

Summer 2026

What's Inside

Administrative Resources

For details on enrollment, eligibility, beneficiaries, claims and more, please refer to the AICK Group Administrator Manual.

advanceinsurance.com/manual

Questions or assistance

We appreciate the opportunity to serve you and value the trust you place in us. If you have questions or need assistance, please contact your local representative.

Call **1-800-530-5989**

Email **CSC-Advance@advanceinsurance.com**

Fax claims and forms to **785-290-0727**

Hours: 8 a.m. – 4:30 p.m. (CT)

Reminder: Keeping beneficiary designations up to date is vital for ensuring life insurance benefits go to the right people.

Beneficiary designations
As part of your ongoing benefits communication, it's important to remind employees to review their life insurance beneficiary designations regularly. Keeping beneficiary information current helps ensure life insurance benefits are paid to the people or organizations the employee intends.

Employees should be especially encouraged to review their beneficiary designations after major life events, such as marriage, divorce, the birth or adoption of a child, or the death of a previously named beneficiary. Outdated designations – such as listing a former spouse – may result in benefits being paid to someone the employee no longer intended, which can create unnecessary hardship for their family.

Naming minor children as beneficiaries
Employees who want life insurance benefits to support a minor child should consider planning ahead rather than naming the child directly. Options may include naming an adult custodian for the child or establishing a trust and naming the trust as beneficiary. Employees are encouraged to consult a legal or financial professional to determine the best option for their situation.

Requesting beneficiary information
This is confidential information and cannot be provided by telephone. If you, or the employee, do not have a copy of their enrollment form (or last change form), a request can be made by phone, fax or mail for a copy of the beneficiary designation, and we will send it directly to you for the employee.

We recommend encouraging employees to review their beneficiary designations at least once a year. Updates can be made by completing a Beneficiary Change Form, available in the forms section of our website.

Dependent eligibility changes

Employees are responsible for letting their employer know when a spouse or dependent child is no longer eligible for coverage. AICK does not roster or track dependents the same way health insurance plans may.

When a dependent loses eligibility, they have 31 days to use their conversion privilege.

If the employee no longer has a spouse or eligible dependent children, please send AICK a completed AICK 5 change form to drop the coverage.

Forms available

In the Forms section of our website, you can always find the most current source for applications, claim forms and supporting documentation. Forms may be updated periodically to meet regulatory requirements, so it is important to always download forms from advanceinsurance.com/forms.

Spanish forms available

Many of our forms on our website are also available in Spanish. Spanish translated forms are noted with an “es” after the form number on advanceinsurance.com/forms.