

AdvanceNotice

Winter 2026

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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.

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**

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

Hours: 8 a.m. – 4:30 p.m. (CST)

Important information for employee dependents

If your group has elected to offer Dependent Life, your employees will need to notify you when a dependent is no longer eligible. For example, if the employee no longer has an eligible spouse or an unmarried child under 23 years of age.

AICK does not roster dependents and therefore does not track changes or dependent eligibility. Keep in mind, if an employee has either an eligible spouse or an unmarried child under age 23, coverage remains in force for the family unit.



Reminder: Your source for forms and applications

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.



New: AICK has recently added a form specifically for employees enrolling in both Term and Voluntary Life and/or Disability coverage. (Form AICK 2)

Payment options

Looking for ways to simplify payments?

EFT (Electronic Funds Transfer) or APO (Automatic Payment Option) are secure options to submit payments to AICK.

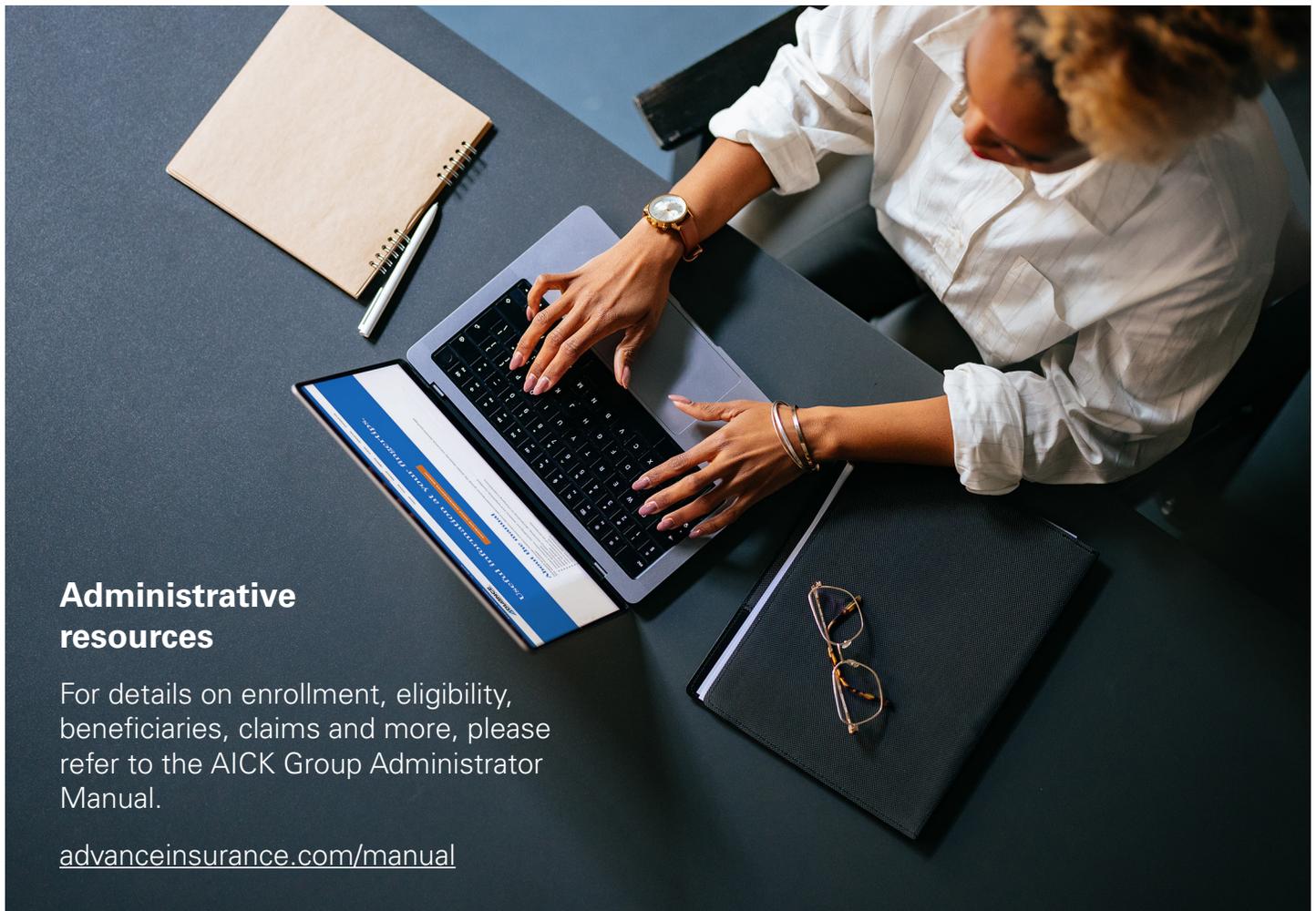
Ask your representative how to get started.

Notifying employees of the conversion privilege

The conversion privilege allows employees and their insured dependents, when applicable, to apply for and purchase an individual whole life policy without evidence of insurability, provided eligibility requirements are met.

Important: Your company is responsible for providing your terminated employees with an offer of individual conversion coverage. Insured employees have 31 days after the last day they physically worked to exercise this option, with limited extensions due to illness or injury.

The Notice of Conversion Privilege (Form AICK12) must be completed by the insured. This form can be found on our website in the *Miscellaneous Forms* section at advanceinsurance.com/forms.



Administrative resources

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

advanceinsurance.com/manual