How to submit Federal Employee Government Allotment Business with Foresters Guide

Tower Administrative Services Version
Federal Employee Benefit Business

Foresters™ would like to support you as you work with your Federal Employee clients in determining their life insurance needs. Federal employees buying individual life insurance may decide to pay the life insurance premiums by entering into an arrangement with a Federal Employee Benefit (FEB) Service Provider to have deductions made through the employees Pay Center. When assisting the employee entering into that arrangement, you are providing information to the FEB Service Provider and it may provide you with access to the employee’s information. You and the FEB Service Provider are responsible for compliance with applicable laws regarding the privacy and safeguarding of the employee information that is shared under that arrangement.

Foresters™ is the trade name and a trademark of The Independent Order of Foresters, Toronto, Canada M3C 1T9; its subsidiaries are licensed to use this mark.

Please see http://www.opm.gov/insure/life/; Federal Employees Almanac for updates and further information.

We’ve summarized in this document the steps necessary for you to submit Foresters life insurance business when your client wishes to use a FEB service provider to pay their individual life insurance premiums.

Step 1

You as a Foresters Life Insurance producer sign an agreement or application with a Federal Employee Benefit (FEB) Service Provider. Please confirm with Foresters that we support business from the requested FEB Service Provider.\(^1\)

Currently, Foresters supports business through Tower Administrative Services, Inc. (TSA). You must call Tower to get access to their website which contains directions and the required forms. You may call: 1-800-437-1670 ext. 3, then 3 again or email: allotment@toweradmin.com to receive an application to use Tower services or to reach someone in the allotment department if you have questions on clients or procedures.
You are required to complete Tower’s Application and a Code of Conduct to do business with Tower.

Complete their Code of Conduct and Application asking to utilize Tower services by calling or emailing and requesting an application. The Application is sent by the Tower’s allotment department. The completed Application is faxed or mailed to Tower’s allotment department. Fax info is on the Application. Approval for you to do business is processed by the allotment department at Tower. This is an extra security measure to prevent false registrations.

Upon receipt of the required paperwork (all pages must come back and any explanations must be sent if needed) Tower will assign you an agent code specific to Tower only. Along with the Application and Code of Conduct, you will receive instructions on how to register for Tower’s secure website. There is a link, shown below, that you can click to begin registration. The email address you provide on your Application is the email that you will use to access the Tower secure website for your reports. Tower does not know the password. If you forget your password, upon request, Tower will send you a link to reset it.

https://www.towerinsur.com/Register.aspx
Tower will receive notification that you are requesting approval. In order to complete your registration, you must click the link in your approval email before you login for the first time (after the first time, you can login from the normal links contained in every email you receive from Tower). This is to verify that the email address actually belongs to the person registering with it. Approval usually takes one business day.

Once you’ve logged in you will be able to manage your account by clicking on the “My Account” button.
Step 2

Agent and Applicant complete Payroll Authorization Form. Each FEB service provider has their own Payroll Authorization Form that must be completed and signed by the Applicant. Once completed, the Payroll Authorization Form is sent directly to the FEB service provider.

Tower’s Payroll Authorization Form can be found in the agent’s folder on the Tower file server. It is called POST/FED B-4 Allotment Authorization. **Tower must receive the Post/FED B-4 Allotment Authorization form to be able send premium to be applied to your client’s Foresters life insurance certificate.**

You and the Applicant must determine the premium deduction with the Applicant’s Pay Center (confirm the Applicant’s Pay Center with Applicant’s federal employing agency). To determine the amount, multiply the monthly premium by 12 and divide the result by 26. Round up when necessary.¹

The allotment and the Administrative fee amount must be added together to get the correct deduction amount. (See Tower’s Post /FED B04 Allotment Authorization form for current Administrative Fee).
Step 3

Send the Payroll Authorization Form as instructed by the individual FEB Service Provider.

Step 4

You and the Applicant complete all required Foresters Life Insurance applications and forms. Log on to foresters.com and click on forms and brochures at the top. Sales support can help also 866-466-7166

Step 5

Applicant selects “other” for both the first and subsequent premiums in the Payment Information and Authorization section of the Foresters life insurance application; Add payment method FEB and name of FEB service provider to REMARKS section in the product details of the Foresters life insurance application.

The applicant will not be required to complete the Foresters Payment Form.
Step 6

You determine the life insurance contract issue date based on the confirmed payroll deduction start date from the applicant’s Pay Center and the current Allotment Cutoff Calendar (made available by the FEB service provider on their website) and write “preferred issue date of {insert date}” in the REMARKS section of the Foresters Life Insurance application. The preferred issue date must align with the last “run date” of the calendar month after 3 bi-weekly payroll deductions have occurred. 

For Tower, refer to the “Allotment Cutoff Calendar” which is found on Towers website – link is as follows:


Check this website for current updates:

Subject to change.
An example, suppose on Oct 17, 2012 an application for Foresters life insurance is written. The first bi-weekly payroll for the pay center is October 26, 2012 and the first deduction will occur by this date. The issue date will then be set as follows:

- Requires 3 bi-weekly payroll deductions before the Tower will send the monthly payment to Foresters. Three monthly deductions would be: October 26, November 9, November 23rd.
- The last cut off date is November 29th, 2012.

Issue date would need to be November 29th, run date however issue dates can only be between 1-28th of the month, thus December 1, 2012 would be the issue date.

NOTE: a Foresters life insurance certificate issue date can be between the 1st to 28th of the month (cannot select 29th, 30th or 31st). If you calculate an issue date to be between the 29th and 31st of the month, the issue date should be set to the first of the following month, to ensure Foresters receives the payment on or before the actual issue date.

Step 7

Agent sends Foresters Life Insurance application and any required forms directly to Foresters (Reminder, Payroll Authorization Form goes to the FEB service provider. See Step 3).

Federal Employee benefit allotments

Federal Employees use various ways to set up allotments with their local personal service center depending on their employing agency Pay Center. Some of the ways Employees may set up financial allotments include:

1. Employee Express online – https://www.employeexpress.gov
2. Employee Express by Phone
3. Allotment form (1199A) delivered to and processed by local personnel service center.

It is advisable the each of your Federal Employee clients contact their local personnel service center to confirm their benefit and allotment procedures. Employee’s may also use Services Online or call U.S. Office of Personnel Management to make one-time or recurring membership payments to organizations.

Notes

1. Currently, Foresters has a working relationship with one FEB Service Provider: Tower Administrative Services. Also note, each FEB service provider has set rules and instructions for the agents.

2. Currently, Foresters Lifefirst, Foresters SMART UL, Foresters Prepared and Foresters Advantage Plus Whole Life products are available for federal employee business. Foresters PlanRight is not available.

3. Cash with the application is not allowed. First premium will be collected by payroll deduction and sent to Foresters by the FEB Service Provider.

4. Applicants will go online or complete a paper form to set up the Allotment with his or her Pay Center. If a paper form is used, the allotment may take longer. To avoid potential delay, Applicants may wish to send one bi-weekly payment to the FEB service provider directly to help ensure they receive the money on time. Please confirm with the FEB service provider how they can accept a payment.

5. You will need to review the individual FEB service provider pay run schedule to set the Foresters issue date. You must use the confirmed payroll deduction start date and count three (3) bi-weekly payroll deductions and then select the next monthly extract date as the issue date. FEB service providers do not send the first month premium to Foresters until they have received three (3) payroll deductions (takes approximately six weeks) from the Applicant’s personnel service center. If you do not select an appropriate issue date, Foresters will set a pre-determined date.