

Item-by-Item Instructions for PS 934  
M/C Group Life Insurance

- Item 1        Enter your name
- Item 2 & 3    Enter your current home address
- Item 4 & 5    Enter the name of the department or agency and the division or institution at which you are employed
- Item 6        Enter your agency code. This 5 digit number can be found on your paystub
- Item 7        Enter your line item number. This 5 digit number can be found on your paystub
- Item 8        Enter your social security number
- Item 9        Enter your date of birth
- Item 10       Check the box which indicates your sex
- Item 11       Enter your negotiating unit code. This 2 character code can be found on your paystub
- Item 12       Enter your current annual salary
- Item 13       Check the box which indicates your payroll
- Item 14       Check “New Application”
- Item 15       Indicate the level of personal life insurance you choose
- Item 16       Indicate any eligible dependents for whom you desire coverage by checking the appropriate box
- Item 17       If you have not smoked cigarettes, cigars, or a pipe within the past 12 months, check the non-smoker box and use the non-smoker rate to calculate your personal life insurance premium. Otherwise, check the smoker box and use the smoker rate to calculate your premium. Enter the cost of coverage for yourself and your dependents. Add to find your total biweekly cost.
- Item 21       Check the “Designation of Initial Beneficiary” box in Part A. If you wish to designate a sole beneficiary, complete B. If you wish to make an alternate type of beneficiary designation, complete Form G.BENE-DES (MetLife Beneficiary Designation)
- Item 22       Date and sign the form