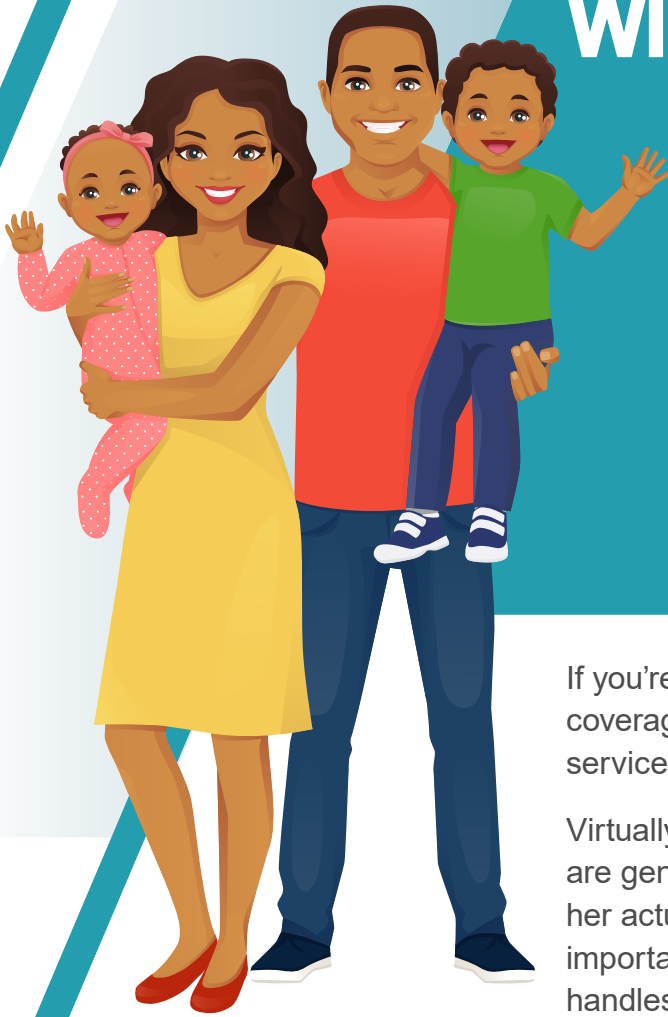


# WILL PREP




If you're enrolled in MetLife's Supplemental Life Insurance coverage, you are able to take advantage of free Will Preparation services, for you and your family.

Virtually everyone needs a will. Without a will, a person's assets are generally distributed according to state law, regardless of his/her actual intentions. Having a will can help you document those important instructions – such as who inherits your property, who handles your affairs, and who will care for your children.

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## Call or Go Online




Call MetLife Legal Plans Toll-Free Number, 1-800-821-6400, M-F, 8am – 7pm Eastern Time to speak to a representative.

You'll be asked to provide Gwinnett County Public Schools group # -109945- and the last 4 digits of your Social Security or Employee ID number.

The representative will assist you in locating a participating attorney in your area, and provide you the case number(s) you'll need when you make an appointment.

Access MetLife's online will preparation services to create a binding will, living will, or assign a power of attorney.

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- Visit [www.legalplans.com/estateplanning](http://www.legalplans.com/estateplanning) and log in or register as a new user.
  - **You will be asked for your employer name. Please indicate you work for Gwinnett County Public Schools or GCPS.**
  - Follow the simple instructions to create your online document.
  - Return at your convenience to complete or update stored documents.

# Frequently Asked Questions: Life Insurance Will Preparation Services



## What are Will Preparation Services?

This service, offered through MetLife Legal Plans, fully covers attorney fees by a Network Attorney for preparing or updating a will, living will or power of attorney.

## Am I eligible for this service?

You are eligible for this service if you are enrolled in MetLife's Supplemental Term Life coverage. As a life policyholder, your spouse also has access to this service.

## What are the covered services?

### Covered services:

- Preparing and updating wills, including complex will(s) and codicils, living will(s), power(s) of attorney for medical directives and healthcare proxies for both you and your spouse.
- In-person or telephone consultations with an attorney in a private and supportive environment.
- Unlimited access to prepare or update a will for as long as you continue to participate in an eligible MetLife Group Life Plan.

### Advantages include:

- Convenient access to a local attorney.
- Extensive network of more than 15,000 participating plan attorneys.
- Professional Client Service Center to assist you in locating an attorney.

### Are ancillary documents included?

Yes. Assistance with ancillary documents such as all living wills, codicils, testamentary trusts and powers of attorney are included with this service.

**Exclusions:** There is an additional fee associated with living trusts and tax planning needs. The participating plan attorney can provide guidance on living trusts and how to approach tax issues related to a will. The attorney will provide a written fee statement detailing any associated costs in advance of providing these services.

### Are there additional fees charged to my plan?

No. Covered services are available at no additional cost to you with your MetLife Group Life Plan. When you use a network attorney there are no claim forms or co-payments to file - fees are included in your plan and the attorney handles all the paperwork. If you ask the attorney to provide additional work that is not fully covered under this service, the attorney will provide a written fee statement detailing any associated costs in advance of providing the service.

### How can I access this service?

Simply contact a Client Services representative to get started.

- Call MetLife Legal Plans' toll-free number at 1-800-821-6400.
- Provide your company name, customer number (109945) and the last 4 digits of the life policy holder's Social Security number.

The Client Services representative will assign you a case number and help you locate a participating plan attorney near you.

**Is there a limit to how often I can update my will?** No. As long as you are an active participant in a MetLife Group Plan, you can meet with a participating plan attorney as often as you deem necessary to keep your will up-to-date.

**How often should I review and update my will?** It's good practice to review your will every 5 to 10 years with an attorney and it's especially important to review a will whenever a life-changing event occurs such as marriage, divorce, birth of a child, etc.

### Can I use an attorney outside MetLife Legal Plans' network?

Yes. You can choose to use an out-of-network attorney if needed. When using an out-of-network attorney, you will receive reimbursement for covered services based on a set fee schedule. However, you will be responsible for any attorney fees that exceed the reimbursed amount.

## Frequently Asked Questions: Life Insurance Will Preparation Services



**What is the average turnaround time to prepare or update a will?** Wills can vary in complexity, but can generally be produced in approximately a week. The attorney will take as much time as needed to work with you to meet your needs.

**Does my spouse need a joint will with me in order to take advantage of this service?** No. You and your spouse can prepare separate wills with a participating plan attorney.

**Does this feature provide translation services for participants for whom English is not their primary language?** Yes, Network Attorneys have access to translation services and some attorneys have alternate language abilities.

**Am I responsible for storing the executed documents?**

Yes, The Metlife Legal Plans Network Attorney will provide the original will to you upon its completion. The attorney will provide advice on how to properly store the will, but it is your responsibility to store the will in a safe place.

**What are my options if I am not satisfied with the service provided by a participating plan attorney?** Metlife Legal Plans carefully screens and manages its network of participating plan attorneys on a regular basis. If you are dissatisfied with the service provided by a participating plan attorney, you can notify Metlife Legal Plans and they will work with you to resolve any issues to your satisfaction.

**What are the minimum requirements for an attorney to be part of Metlife Legal Plans network?** The managing attorney at a firm is required to have a minimum of eight of years experience to be in the network and must adhere to a “code of excellence.”