

E-MAIL DOCUMENT DELIVERY SIGN-UP FORM

Premium Billing - FICA Reports - DBL/PFL Posters

Standard Security Life Insurance Company is pleased to offer e-mail document delivery option to you as a Disability Benefits Law policyholder for Premium Billing, FICA Reports, and DBL/PFL Posters.

If you wish to sign-up for our e-mail delivery service as it relates to any of the three (3) options mentioned above, please complete the information below and send it back to us at the following e-mail address: policyservices@sslicny.com or directly to your assigned Client Service Representative, at your earliest convenience. The services will be activated no later than thirty (30) days following receipt of your request.

Policy #: _____ (Required) Employer Name: _____ (Required)

Add the message recipient's name, e-mail address, and phone number in the left column, marking under the desired header, which documents they will receive. The e-mail address(es) below any/all the three (3) documents designated for future e-mail distribution will be processed accordingly, by our staff, for the next issuance of said document (*as a PDF*).

Fill in: Name / E-Mail / Phone		Indicate which form(s) should be sent to each e-mail address		
		Premium Bill(s)	FICA Report(s)	DBL/PFL Posters
Name			Weekly	
Email			Monthly	
Phone			Quarterly/Annually*	
Name			Weekly	
Email			Monthly	
Phone			Quarterly/Annually*	
Name			Weekly	
Email			Monthly	
Phone			Quarterly/Annually*	
Name			Weekly	
Email			Monthly	
Phone			Quarterly/Annually*	
Name			Weekly	
Email			Monthly	
Phone			Quarterly/Annually*	

*Quarterly/Annually - this report frequency is required if you are choosing to use e-mail delivery of FICA reports

Election of the email option(s) indicated above will automatically end regular USPS mail delivery for the corresponding form. If you do not wish to elect these options, there is no need to remit this form, your account will be unchanged.

If you have any related questions, feel free to contact our office at: policyservices@sslicny.com / (646) 509-2100.