

## **MEMORANDUM**

**OPM 98-25**

**TO:** Agency Personnel Responsible for Payroll Deductions,  
and All Organizations Approved for Deduction Status

**FROM:** Oscar B. Jackson, Jr.  
Administrator and Secretary of Human Resources

**DATE:** April 3, 1998

**SUBJECT:** New Lists of Organizations and Policies Approved for State Employees' Voluntary Payroll Deductions

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Attached for your reference are copies of the following:

Credit Unions and Employee Associations Authorized for State Employees' Payroll Deductions as of April 3, 1998.

Billing Units (Insurance Firms) and Contact Persons for Supplemental Insurance Paid Through Payroll Deductions of Oklahoma State Employees as of April 3, 1998.

Insurance Policies and Billing Units Authorized for Payment of Premiums Through Payroll Deduction as of April 3, 1998.

These supersede the comprehensive lists dated October 9, 1997, and include all changes received since that date. Please check the lists to see if there have been any changes in the information for entities to which your agency remits payroll deductions. Particular changes you should note since October 9, 1997, include: termination of Transamerica Assurance Company; addition of Leaders Life Insurance Company and American Heritage Insurance Company; and address and/or telephone number changes for Capitol American Life Insurance Company, ESEO Federal Credit Union, and American Family Life Assurance Company (AFLAC).

**It is imperative that you use the correct FIN number and number of FTE when submitting your payroll withholding claims. Be sure to check Box #1 for Supplemental Insurance and a 2% fee to be assessed. This information is transferred to OPM from OSF and is the basis for our billing to the insurance companies.**

If you find any error or omission, or have any question about our payroll deduction procedures or the Voluntary Payroll Deduction Rules, please contact Marsha Reeder at (405) 521-2269. Also, we ask of any organization for which we lack the contact person's name and telephone number, to please report this to Marsha Reeder.

Please inform OPM Administrative Services in writing of changes or additions to our list of agency personnel who should receive payroll deduction information.

Approval of voluntary payroll deduction status does not authorize on-site sales solicitation.

If you have questions regarding payroll codes, please contact Carol Barton at (405) 521-6290.

**State of Oklahoma**  
**OFFICE OF PERSONNEL MANAGEMENT**  
2101 North Lincoln Boulevard  
Oklahoma City, OK 73105-4904  
(405) 521-2177

**CREDIT UNIONS AND EMPLOYEE ASSOCIATIONS**  
**AUTHORIZED FOR STATE EMPLOYEES' PAYROLL DEDUCTIONS**  
As of April 3, 1998

---- Credit Unions ----

**C.S.H. Federal Credit Union**

P.O. Box 151  
Norman, OK 73070  
FIN: 73-0726132  
Payroll Code: AU05

**Department of Public Safety  
Federal Credit Union**

P.O. Box 11415  
Oklahoma City, OK 73136-0415  
FIN: 73-0616369  
Payroll Code: AU06  
Contact: Wanda Prater, Manager  
(405) 424-1387

**D.P.W. Employees Credit Union**

P.O. Box 53005  
Oklahoma City, OK 73152  
FIN: 73-0590501  
Payroll Code: AU04

**East Central Teachers' Credit Union**

831 East main  
Ada, OK 74820  
FIN: 73-6098890  
Payroll Code: AU23  
Contact: Linda Whitson  
(405) 332-6306

**E.S.E.O. Federal Credit Union**

P.O. Box 26468  
Oklahoma City, OK 73126-0468  
FIN: 73-0547820  
Payroll Code: AU03  
Contact: Angela C. Michaelson  
(405) 427-3654, ext. 316

**E.S.H. Employees Federal Credit Union**

P.O. Box 69  
Vinita, OK 74301  
FIN: 73-0719525  
Payroll Code: AU07

**Fraternal Order of Police Credit Union**

P.O. Box 580310  
Tulsa, OK 74158-0310  
FIN: 73-0681293  
Payroll Code: AU22  
Contact: Regina Robbins  
(918) 836-9922

**Lawton Teachers Federal Credit Union**

1806 Liberty  
Lawton, OK 73507  
FIN: 73-0702715  
Payroll Code: AU13

**Mayes County Federal Credit Union**

P.O. Box 910  
Pryor, OK 74361  
FIN: 73-0739175  
Payroll Code: AU20  
Contact: Linda Ragsdale  
(918) 825-5656

**Municipal Employees Credit Union**

101 North Walker  
Oklahoma City, OK 73102  
FIN: 73-0366010  
Payroll Code: AU16

**Oklahoma Educators Credit Union**

P.O. Box 22222  
Oklahoma City, OK 73132  
FIN: 73-0742019  
Payroll Code: AU08

**Oklahoma Health Services Federal  
Credit Union**

420 N.E. 10th Street  
Oklahoma City, OK 73104  
FIN: 73-0666790  
Payroll Code: AU09  
Contact: Michele Mower  
(405) 271-5321

**Oklahoma Employees Credit Union**

P.O. Box 24027  
Oklahoma City, OK 73124-0027  
FIN: 73-6093655  
Payroll Code: AU02  
Contact: Kristy Stark, Marketing Director

**O.S. University Employees Federal  
Credit Union**

O.S.U. Student Union  
Stillwater, OK 74078-0720  
FIN: 73-0798831  
Payroll Code: AU17

**O.U. Employees Federal Credit Union**

1000 Asp, Room 218  
Norman, OK 73019  
FIN: 73-0621684  
Payroll Code: AU18

**Red River Federal Credit Union**

P.O. Box 638  
Altus, OK 73522  
FIN: 73-0668635  
Payroll Code: AU19

**Texoma Educators Federal Credit Union**

Station A  
Durant, OK 74701  
FIN: 73-0720494  
Payroll Code: AU21

**Tulsa Teachers Credit Union**

P.O. Box 4999  
Tulsa, OK 74159-0999  
FIN: 73-0489468  
Payroll Code: AU11

---- Employee Associations ---

**Oklahoma Public Employees  
Association**

13 N.E. 28th  
Oklahoma City, OK 73105  
FIN: 73-0992657  
Payroll Code: OPEA

**Oklahoma State Troopers Association**

Office of the Treasurer  
P.O. Box 6783  
Edmond, OK 73083-6783  
FIN: 23-7395722  
Payroll Code: MI01

**CWA/Oklahoma State Workers Union**

P.O. Box 147  
Tulsa, OK 74101-0147  
FIN: 73-1361019  
Payroll Code: MI02

*Please bring any errors to the attention of OPM Administrative Services.*

**State of Oklahoma**  
**OFFICE OF PERSONNEL MANAGEMENT**  
2101 North Lincoln Boulevard  
Oklahoma City, OK 73105-4904  
(405) 521-2177

**BILLING UNITS (INSURANCE FIRMS) AND CONTACT PERSONS**  
For Supplemental Insurance Paid Through  
**PAYROLL DEDUCTIONS OF OKLAHOMA STATE EMPLOYEES**  
As of April 3, 1998

***Aegon USA***

P.O. Box 8063  
Little Rock, AR 72203  
ATTN: Julie Boyd  
FIN: 62-0915658  
Payroll Code: AI14  
Inquiries: (501) 371-3122

***American Heritage Insurance Co.***

P.O. Box 1790  
Lake Ozark, MO 65049  
ATTN: David Evans  
FIN: 59-0781901  
Payroll Code: AI38  
Inquiries: (888) 521-6004

***Central United Life Insurance Co.***

Wortham Tower  
2727 Allen Parkway, 6th Floor  
Houston, TX 77019-2115  
FIN: 42-0884060  
Payroll Code: AI37  
Inquiries: Missey Castro  
(713) 529-0045, ext. 425

***American Family Life Assurance Co. (AFLAC)***

1932 Wynnton Road  
Columbus, GA 31999  
ATTN: Melanie Cummings (B&C)  
FIN: 58-0663085  
Payroll Code: AI03  
Inquiries: (800) 992-3522

***American Public Life Insurance Co.***

P.O. Box 925  
Jackson, MS 39205-0925  
ATTN: Debra Pierce, Payroll  
FIN: 64-0349942  
Payroll Code: AI05  
Inquiries: (800) 256-8606, ext. 218

***Colonial Life Insurance Co.***

P.O. Box 1365  
Columbia, SC 29202  
FIN: 57-0144607  
Payroll Code: AI02  
Inquiries: Joye Meddaugh  
(800) 845-7330, ext. 8779

***American Fidelity Assurance Co.***

P.O. Box 25523  
Oklahoma City, OK 73125  
ATTN: ADG Operations  
FIN: 73-0714500  
Payroll Code: AI09 and/or AI35  
Inquiries: (405) 523-2000

***Capitol American Life Insurance Co.***

Premium Payments:  
PO Box 1930  
Carmel, IN 46032-4930  
FIN: 34-1083130  
Payroll Code: AI06  
Inquiries: Mike Columbus, V.P.  
(800) 888-4918, ext. 4011  
Premium Payments  
(800) 888-4918, ext. 7850

***Leaders Life Insurance Co.***

P.O. Box 35768  
Tulsa, OK 74153  
FIN: 73-1333608  
Payroll Code: AI29  
Inquiries: H. Bryan Chrisman, V.P.  
(405) 436-1234

***American General Life Insurance Co.***

P.O. Box 4373  
Houston, TX 77210-4373  
FIN: 25-0598210  
Payroll Code: AI36  
Inquiries: Barbara Brittingham  
(800) 553-1597  
Customer Service  
(800) 231-3655

***Pre-Paid Legal Casualty, Inc.***

321 East Main Street  
Ada, OK 74820  
ATTN: Patricia Weaver  
FIN: 73-1064172  
Payroll Code: AI24  
Inquiries: (405) 436-1234

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**State of Oklahoma**  
**OFFICE OF PERSONNEL MANAGEMENT**

2101 North Lincoln Boulevard  
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(405) 521-2177

**INSURANCE POLICIES AND BILLING UNITS**  
Authorized For  
**PAYMENT OF PREMIUMS THROUGH PAYROLL DEDUCTION**  
As of April 3, 1998

*Please bring any errors to the attention of OPM Administrative Services.*

INSURANCE COMPANY POLICY TYPE	FORM(S)	BILLING UNIT
<b>American Family Life Assurance Company</b> (Payroll Code: AI03)		
Cancer	A-9520; A-12000	Same
Hospital Intensive Care	A-9990	Same
Life	5191	Same
<b>American Fidelity Assurance Company</b> (Payroll Code: AI09)		
5 Year Conv. and Ren. Term Life	L-98	Same
Accident and Sickness	GA-359(AF)	Same
Dread Disease Rider	AMDI-112	Same
First Occurrence Benefit Rider	AMDI-111	Same
Group Accident	CG-700	Same
Group/Accident Policy	G-701-FP	Same
Group Disability Income	CG-100; CG-101	Same
Group Life	LGC-1(61); LGC-2(61)	Same
Hospital Intensive Care Rider	AMDI-113	Same
Individual/Specified Disease	C-2; C-3; C-4	Same
Modified Premium Life	L-99	Same
Non-Occupational Accident and Sickness	GA-360(AF)	Same
Short-Term Disability Income	G515A	Same
<b>American Fidelity Assurance Company</b> (Payroll Code: AI35)		
Cancer Care	C-9 (OK)	Same
Non-Occupational Accident Only Policy	IAO-N/O-98 (OK)	Same
Accident Only Policy	IAO-95 (OK)	Same
Accident Only Policy	IAO-96 AGD (OK)	Same
<b>American General Life Insurance Company</b> (Payroll Code: AI36)		
Group Master Plan	88451	Same
Group Flexible Premium Adjustable Life Insurance Certificate	88450	Same
Certificate Application	LD 8239-5G	Same
Master Policy Application	L 4411	Same
Certificate Endorsement	L 4412	Same
Term Life Insurance Benefit on the Spouse of the Insured	88389	Same
Family Insurance Benefit	88419	Same
Children's Insurance Benefit	88420	Same
Waiver of Monthly Deduction	88011	Same
Accidental Death Benefit	88012	Same
<b>American Heritage Insurance Company</b> (Payroll Code: AI38)		
Accident	AP2	Same
Accident	AP3	Same
Cancer	CBP4POK	Same
Cancer	OCCBP4OK	Same
Cancer	ROPR1	Same
Cancer	CBP2POK	Same
Cancer	CP10	Same

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INSURANCE COMPANY POLICY TYPE	FORM(S)	BILLING UNIT
<b>American Heritage Insurance Company</b> (Payroll Code: AI38) -- <b>CONTINUED</b>		
Comp. 2000 Universal Life	UL11P	Same
• Rider	UL-FPOR1	Same
• Rider	UL-OIR1	Same
• Rider	UL-PW	Same
• Rider	UL-CTR	Same
• Rider	UL-LBR	Same
Disability	DI-4	Same
Heart	HSPZOK	Same
Hospital Indemnity	CHC	Same
ICR	ICR2OK	Same
<b>American Liberty Life Insurance Company</b> (Payroll Code: AI10 Paid to AI24)		
Accidental Death	ADP-781	Pre-Paid Legal Casualty Inc.
Cancer and Dread Disease	ACC-182; ACC-487-OK	Pre-Paid Legal Casualty Inc.
Cancer and Dread Disease	ACC 585-OK	Pre-Paid Legal Casualty Inc.
Cancer 1st Occurrence Benefit Rider	FOB-487	Pre-Paid Legal Casualty Inc.
Heart Attack and Stroke	HASP-487-OK	Pre-Paid Legal Casualty Inc.
Intensive Care Unit Rider	AIC-487-OK	Pre-Paid Legal Casualty Inc.
Life	GDBWL 3/83; 35PL 1/83	Pre-Paid Legal Casualty Inc.
Return of Premium Refund Benefit Rider	RPI-487	Pre-Paid Legal Casualty Inc.
<b>American Public Life Insurance Company</b> (Payroll Code: AI05)		
Accident Expense, Death and Dismemberment	A-2 (3/80)	Same
Cancer and Specified Disease	S-CSD-1 (6/83)	Same
Cancer and Specified Disease	BDCPA (7/83)	Same
Cancer and Specified Disease	APL-1 (6/86)	Same
Cancer and Specified Disease	GCPW (6/86)	Same
Cancer and Specified Disease	APLIC-1 (10/90)	Same
Cancer and Specified Disease	APLIC-2 (10/90)	Same
Cancer and Specified Disease	APLIC-3 (10/90)	Same
Convertible Term Life/Decr. Term	S-900 (1/89)	Same
Hospital Intensive Care/Coronary Care	IC-CC-1 (Rev. 8/82)	Same
Hospital Intensive Care/Coronary Care	IC-CC-2 (6/86)	Same
Heart Attack/Stroke	HA/S-1 (6/86)	Same
Intensive Care/Coronary Care	IC/CC-3 (2/90)	Same
Whole Life	WL-1 (11/86)	Same
<b>Bankers United Life Assurance Company</b> (Payroll Code: Paid to AI14)		
Cancer Policy	BPC510	Aegon USA
Heart Disease, Heart Attack and Stroke Policy	BPH660	Aegon USA
Home Recovery Rider	BRC512	Aegon USA
Initial Diagnosis Rider	BRC516	Aegon USA
Intensive Care Policy	BPE610	Aegon USA
Intensive Care Rider	BRE514OK	Aegon USA
Life Insurance	BPWL0100	Aegon USA
Return of Premium Rider	BRR720	Aegon USA
Specified Disease Rider	BRC511	Aegon USA
Cancer Policy	BPC0100	Aegon USA
Accident Policy	BPA02OK	Aegon USA
Heart Policy	BPH660	Aegon USA
Hospital Policy	BPHI01OK	Aegon USA
Intensive Care Policy	BPE610	Aegon USA
<b>Capitol American Life Insurance Company</b> (Payroll Code: AI06)		
LifeChoices Series	CH000/PS1OK-A	Same
Benefit Rider	CH0B1/IS1ST-A	Same
Benefit Rider	IS003/EA1OK-AA	Same
Benefit Rider	SD090/EA1ST-A	Same

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INSURANCE COMPANY POLICY TYPE	FORM(S)	BILLING UNIT
<b>Central States of Omaha</b> (Payroll Code: AI24)		
Policy	C01OK (Actuary No. 1632-92-0014 only)	Pre-Paid Legal Casualty Inc.
ICU Rider Policy	8121OK C02OK	Pre-Paid Legal Casualty Inc. Pre-Paid Legal Casualty Inc.
ICU Rider	8122OK	Pre-Paid Legal Casualty Inc.
Return of Premium	8018	Pre-Paid Legal Casualty Inc.
First Occurrence Rider	8119	Pre-Paid Legal Casualty Inc.
<b>Central United Life Insurance Company</b> (Payroll Code: AI37)		
Cancer Plan 2000	CP-2000-OK	Same
Chemotherapy Rider	Chemo-A	Same
Cancer and Specified Disease	CP-1003-OK	Same
Cancer Treatment Policy	CP-1004-OK	Same
Dread Disease Rider	CP-1-DDCR-4	Same
Hospital Intensive Care Rider	HICUR-4	Same
Hospital Intensive Care Rider	HICUR-6	Same
First Occurrence Rider	CP-1-FOR-1	Same
Experience Refund Rider	ER-AH-1	Same
Accidental Death Rider	ABP500	Same
Hospital Intensive Care To 70	IC-1001-OK	Same
Hospital Intensive Care 70+	IC-1002-OK	Same
Accident Policy	ACC-94-A-OK	Same
Accident Policy	ACC-94-B-OK	Same
Death and Dismemberment Rider	ADDR-92-B	Same
Flex Plan ADJ Life (UL2)	UL-85	Same
Disability Rider (WP)	MDR-UL <i>revised</i> ULADP	Same
Accidental Death Rider	ADB-UL <i>revised</i> ULDMR	Same
Children's Term Rider	CTR-UL	Same
Covered Insured Rider	COIR-UL-0486	Same
Automatic Increase Rider	AIR-UL	Same
Secure Whole Life 1	SL-1001	Same
Whole Life 500	WL-500	Same
Deferred Whole Life	WLG1-501	Same
Premier Life	WL-500	Same
Family Rider	FIR-1201	Same
Children Rider	CIR-1202	Same
Premium Waiver	WP-1301	Same
Accidental Death Rider	ADB-1302	Same
Level Term Rider	RC-1102	Same
Terminal Illness Rider	07-1108-0790	Same
Renewable and Convertible Term	TERM 96 (OK)	Same
Waiver of Premium	RWP5 96	Same
Waiver of Premium	RWP10 96	Same
Accidental Death Rider	RADB 96	Same
<b>Colonial Life Insurance Company</b> (Payroll Code: AI02)		
Accident	F78A-R-1-36	Same
Accident	PYWOL-OK	Same
Accident Dependent	CDA-OK, CDAI-OK	Same
Accident/Sickness Dependent	CDAS-OK, CDASI-OK	Same
Cancer	CAPNA-L-OK, CAPNA-H-OK	Same
Hospital Income	H191-OK	Same
Sickness	F78A-R-36	Same
Sickness, Accident/Sickness	PYWOLS-OK	Same
Universal Life	UL90-OK	Same
<b>Leaders Life Insurance Company</b> (Payroll Code: AI29)		
LifeStyle Plan	LL.17.1	Same
Term to 100	LL-3	Same
10 & 15 Year Term	LL10.15	Same

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INSURANCE COMPANY POLICY TYPE	FORM(S)	BILLING UNIT
<b>Life Investors Insurance Company</b> (formerly Equity National Life Insurance Company) (Payroll Code: Paid to AI14)		
Accident Hospital Policy	EPAC 1405	Aegon USA
Accident Hospital Policy	EPAC0203; EPAC0403	Aegon USA
Accident Hospital Policy	EPAC 1205	Aegon USA
Accident Income Amendment	ERAC 1300	Aegon USA
Accident Income Amendment	ERAC 1500	Aegon USA
Accident Income Amendment	ERAC0300; ERAC0500	Aegon USA
Accident Incr. Benf. Amendment	ERAC0800	Aegon USA
Family Accident Rider	ERAC0600; ERAC0700	Aegon USA
Sickness Policy	EPHS0100	Aegon USA
<b>Occidental Life Insurance Company</b> (Payroll Code: AI20 Paid to AI24)		
Cancer	HC3B-1 Ed. 7-86	Pre-Paid Legal Casualty Inc.
Cancer	HC2-1 Ed. 7-86	Pre-Paid Legal Casualty Inc.
Cancer	HC4-1 Ed. 7-86	Pre-Paid Legal Casualty Inc.
Group/Franchise Disability	HD1-1 Ed. 3-87	Pre-Paid Legal Casualty Inc.
Individual/Limited Benefit-Accident	HA1-1 OK Ed. 5-88	Pre-Paid Legal Casualty Inc.
Individual/Whole Life	FOH Ed. 8-86	Pre-Paid Legal Casualty Inc.
<b>Pre-Paid Legal Casualty, Inc.</b> (Payroll Code: AI24)		
Family Plan	PPLSI-233	Same
Law Officers Legal Plan	PPLSI-234	Same
<b>Providential Life Insurance Company</b> (Payroll Code: AI22 Paid to AI24)		
Cancer	CC-174	Pre-Paid Legal Casualty Inc.
Intensive Care	IC-101	Pre-Paid Legal Casualty Inc.
<b>PFL Life Insurance Company</b> (Payroll Code: Paid to AI14)		
Accident Disability Income Rider	PRAD345 and PRAD348	Aegon USA
Accident Hospital Income Benefit Rider	PRA0200	Aegon USA
Accident Hospital Policy	PPA340	Aegon USA
Accident Policy	PPA01OK	Aegon USA
Accident Specific Sum Injuries Benefit Rider	PRA0300	Aegon USA
Additional Benefits Rider	PRA0400	Aegon USA
Cancer Home Recovery Rider	PRC534	Aegon USA
Cancer Policy	PPC0100	Aegon USA
Cancer Policy	PPC510	Aegon USA
Cancer Policy	PPC530	Aegon USA
Heart Policy	PPH660	Aegon USA
Home Recovery Rider	PRC512	Aegon USA
Hospital Indemnity Policy	PPH01OK	Aegon USA
Hospital Intensive Care Rider	PRE620OK	Aegon USA
Initial Diagnosis Benefit Rider	PRC532	Aegon USA
Initial Diagnosis Rider	PRC516	Aegon USA
Intensive Care Policy	PPE610	Aegon USA
Intensive Care Rider	PRE514OK	Aegon USA
Off-The-Job Accident Disability Rider	PRA0800	Aegon USA
On-The-Job Accident Disability Rider	PRA0600	Aegon USA
Physical Therapy and Prosthesis Benefit Rider	PRA0500	Aegon USA
Return of Premium Rider	PRR720	Aegon USA
Return of Premium Rider	PRR760	Aegon USA
Sickness Disability Rider	PRS01OK	Aegon USA
Sickness Disability Rider	PRSD350	Aegon USA
Sickness Hospital Rider	PRSH351	Aegon USA
Specified Disease Rider	PRC511	Aegon USA
Specified Disease Rider	PRC533	Aegon USA
Life Insurance Policy	PPWL110K	Aegon USA
Accidental Death Rider	PBAD0100	Aegon USA
AD & D Rider	PBAD0200	Aegon USA
AD & D Rider	PBAD0300	Aegon USA

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**INSURANCE COMPANY  
POLICY TYPE**

**FORM(S)**

**BILLING UNIT**

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***PFL Life Insurance Company*** (Payroll Code: Paid to A114) -- ***CONTINUED***

Child Rider	PRLC100	Aegon USA
Family Rider	PRLF100	Aegon USA
Life Insurance Policy	PPWL1200	Aegon USA
Accident Policy	PPA02OK	Aegon USA
Accident Disability Rider	PRAD0100	Aegon USA
Accident & Sickness Disability Rider	PRAS01OK	Aegon USA