

MEMORANDUM

OPM 98-55

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: September 1, 1998

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

Attached for your reference are copies of the following:

- Credit Unions and Employee Associations Authorized for State Employees' Payroll Deductions as of September 1, 1998.
- Billing Units (Insurance Firms) and Contact Persons for Supplemental Insurance Paid Through Payroll Deductions of Oklahoma State Employees as of September 1, 1998.
- Insurance Policies and Billing Units Authorized for Payment of Premiums Through Payroll Deduction as of September 1, 1998.

These supersede the comprehensive lists dated April 3, 1998, 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 April 3, 1998, include: *American Liberty Life Insurance Company* policies assumed by *Citizen's Insurance Company* (premium payments made to *Pre-Paid Legal Casualty Inc.*); *Eastern State Hospital Employees Federal Credit Union* merged into *Oklahoma Employees Credit Union*; termination of payroll deduction status for *Central United Life Insurance Company*; addition of *National Teachers Associates Life Insurance Company* policies; contact names and/or telephone changes for *American Family Life Assurance Company*, *American General Life Insurance Company*, *American Heritage Insurance Company*, *Leaders Life Insurance Company*, and *Fraternal Order of Police Credit Union*.

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 September 1, 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

Fraternal Order of Police Credit Union

P.O. Box 580310
Tulsa, OK 74158-0310
FIN: 73-0681293
Payroll Code: AU22
Contact: Janice Pavatt
(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 September 1, 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: (573) 480-4644

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 Family Life Assurance Co. (AFLAC)

1932 Wynnton Road
Columbus, GA 31999
ATTN: Barbara Clemmons
FIN: 58-0663085
Payroll Code: AI03
Inquiries: (800) 992-3522, ext. 3816

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

Leaders Life Insurance Co.

P.O. Box 35768
Tulsa, OK 74153
FIN: 73-1333608
Payroll Code: AI29
Inquiries: H. Bryan Chrisman, V.P.
(918) 254-0200

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

National Teachers Associates Life Insurance Co.

4949 Keller-Springs Road
Addison, TX 75248
FIN: 75-1623431
Payroll Code: AI13
Inquiries: John M. Pyle
(972) 532-2100

American General Life Insurance Co.

P.O. Box 4373
Houston, TX 77210-4373
FIN: 25-0598210
Payroll Code: AI36
Inquiries: Marc Casteel,
Billing Manager
(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
Oklahoma City, OK 73105-4904
(405) 521-2177

INSURANCE POLICIES AND BILLING UNITS
Authorized For
PAYMENT OF PREMIUMS THROUGH PAYROLL DEDUCTION
As of September 1, 1998

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

INSURANCE COMPANY POLICY TYPE	FORM(S)	BILLING UNIT
American Family Life Assurance Company (Payroll Code: AI03)		
Cancer	A-9520; A-12000	Same
Hospital Intensive Care	A-9990	Same
Life	5191	Same
American Fidelity Assurance Company (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
American Fidelity Assurance Company (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
American General Life Insurance Company (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
American Heritage Insurance Company (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

American Heritage Insurance Company (Payroll Code: AI38) -- **CONTINUED**

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

American Public Life Insurance Company (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

Bankers United Life Assurance Company (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

Capitol American Life Insurance Company (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

Central States of Omaha (Payroll Code: AI24)

Policy	C01OK (Actuary No. 1632-92-0014 only)	Pre-Paid Legal Casualty Inc.
ICU Rider	8121OK	Pre-Paid Legal Casualty Inc.
Policy	C02OK	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.

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INSURANCE COMPANY POLICY TYPE	FORM(S)	BILLING UNIT
Citizens Insurance Company (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.
Colonial Life Insurance Company (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
Leaders Life Insurance Company (Payroll Code: AI29)		
LifeStyle Plan	LL.17.1	Same
Term to 100	LL-3	Same
10 & 15 Year Term	LL10.15	Same
Life Investors Insurance Company (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
National Teachers Associates Life Insurance Company (Payroll Code: AI13)		
Accident Child Rider	GRA-CR-OK	Same
Accident ICU Rider	GRA-ICU-OK	Same
Accident Policy	GRA-3001	Same
Accident Spouse Rider	GRA-SR-OK	Same
Benefit Booster Rider	GR-1055-OK	Same
Cancer Policy	GRC-2003-OK	Same
Heart Disease, Heart Attack & Stroke Policy	GRH-1003-OK	Same
ICU-Heart Rider	GR-1025-OK	Same
ICU-All Purpose Rider	GR-1015-OK	Same
Organ Transplant Policy	GRT-4001	Same
Return of Premium Rider	GR-1080-OK	Same
Sickness and Accident Disability Policy	GRD-6001-NA	Same
Specified Disease Rider	GR-1045-OK	Same

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INSURANCE COMPANY POLICY TYPE	FORM(S)	BILLING UNIT
Occidental Life Insurance Company (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.
Pre-Paid Legal Casualty, Inc. (Payroll Code: AI24)		
Family Plan	PPLSI-233	Same
Law Officers Legal Plan	PPLSI-234	Same
Providential Life Insurance Company (Payroll Code: AI22 Paid to AI24)		
Cancer	CC-174	Pre-Paid Legal Casualty Inc.
Intensive Care	IC-101	Pre-Paid Legal Casualty Inc.
PFL Life Insurance Company (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	PPHI01OK	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
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