



INDIVIDUAL BENEFITS BOOKLET

Effective April 1, 2017

Who is CPA Insurance Plans West?

Since 1975, CPA Insurance Plans West has worked exclusively on behalf of CPA individuals and firms to provide the best value insurance and other benefit programs. Dealing exclusively with CPAs means that we can leverage the strength of our profession to offer unique programs and special pricing.

Our knowledge and dedication to our members over the years has seen our reputation and success grow. Today we are pleased to serve the almost 80,000 members in the four western provinces, Yukon, Northwest Territories and Nunavut.

Quality coverage & service that you can rely on.

At CPA Insurance Plans West, we are proud to offer coverage and service that you will find best in class.

- ✓ Exclusive products for CPA firms, CPAs, firm employees and their families
- ✓ The lowest possible rates for all members
- ✓ Easy to understand and extensive insurance options
- ✓ Honest and transparent working practices keep you informed at every step
- ✓ Superior customer service and efficient online claims services
- ✓ Comprehensive coverage for all members
- ✓ Refunds for positive claims experiences to reduce premiums

Other coverage

In addition to the life and disability products contained in this booklet, CPA Insurance Plans West offers a number of other coverages to help protect you and your family.

- ✓ Home insurance
- ✓ Auto insurance (Alberta)
- ✓ Individual health and travel (*coming soon*)
- ✓ Custom plans for firms

INDIVIDUAL INSURANCE POLICY

*Term Life. Long Term Disability. Office Overhead.
Accidental Death & Dismemberment. Critical Illness.*

Your insurance benefits provided by CPA Insurance Plans West (CPAIPW) are an important part of your family's financial security. This booklet will help you understand your benefit package. Please refer to your certificate for the amounts of your personal coverage.

1. GENERAL INFORMATION

How do I apply?

Complete the application form, including the short medical questionnaire. Premiums are calculated from the first of the month following the date of application to March 31. Age for calculation of premiums means age at the beginning of the policy year (April 1).

Is a medical exam required?

CPA Insurance Plans West, at its expense, may request a medical examination. You will be notified if a medical examination is required.

When does the insurance take effect?

Insurance will take effect on the date the completed application is approved. In the event the applicant is not insurable, any premium deposit will be refunded.

When are premiums due?

Premiums are due annually on April 1.

Are premiums waived during disability?

For long term disability and office overhead, waiver for all benefits will begin on the date the long term disability benefits are approved. For term life, if you become totally and permanently disabled, premiums will be waived as long as disability continues, but not past age 71. Satisfactory proof of disability must be submitted within one year.

Are LTD benefits taxable?

LTD benefits are received tax-free, as long as the premiums have not been deducted from taxable income. Our plan is designed to be non-taxable. You must pay the premium personally.

Can I switch from standard to non-smoker rate?

When you stop using tobacco products for one year, you may apply for non-smoker rates.

Is my insurance guaranteed?

Your individual insurance coverage will not be cancelled, nor will renewal be refused, provided you maintain your eligibility and pay the premiums within 30 days of the due date.

Is this insurance portable?

This insurance, except for office overhead, may be continued wherever you move, providing eligibility is maintained and the annual premiums are paid as they fall due. In the event of disability, you must return to Canada in order for benefits to commence. Applications for additional coverage can only be accepted from members resident in Canada, United States or the Caribbean.

How do I make a claim?

Claim forms are available online at www.cpaipw.ca or by contacting us at:

CPA Insurance Plans West
9918A 102 Street
Fort Saskatchewan, Alberta T8L 2C3
info@cpaipw.ca

Who is the Insurer?

Coverage is provided under contract with Desjardins Insurance and AIG Insurance Company of Canada. All terms and conditions of this policy are applicable while these master contracts are in force.

2. TERM LIFE INSURANCE

Benefits

Maximum Coverage of \$2,000,000.

Eligibility

Members of the Chartered Professional Accountants of British Columbia, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories, and Nunavut, and students are eligible to apply for the coverage. All applicants must be resident in Canada, U.S. or the Caribbean and be less than 65 years of age.

Beneficiary

You may elect any person(s) or organization(s) as your beneficiary.

Termination

On April 1 coincident with or immediately following attainment of age 66, term life benefits will reduce by 50%. Insurance automatically terminates on April 1 coincident with or immediately following age 71. The amount reduced is not eligible for conversion to an individual plan.

Conversion

If your insurance terminates and you are under age 65, you may convert up to \$300,000 to selected individual term plans by applying to the insurer within 31 days of the termination date. Evidence of insurability is not required.

Limitations and Exclusions

Suicide within two years of the effective date of the insurance is a risk not covered.

Premiums

Monthly Premiums per Unit of \$10,000:

| Age at April 1 | Non-smoker | | Smoker | |
|----------------|---------------------|--------|--------|--------|
| | Male | Female | Male | Female |
| Under 30 | 0.31 | 0.25 | 0.79 | 0.44 |
| 31 – 35 | 0.35 | 0.27 | 0.89 | 0.50 |
| 36 – 39 | 0.41 | 0.30 | 1.07 | 0.66 |
| 40 – 45 | 0.62 | 0.43 | 1.77 | 1.23 |
| 46 – 49 | 1.03 | 0.73 | 3.08 | 1.77 |
| 50 – 55 | 1.57 | 1.16 | 5.00 | 3.00 |
| 56 – 59 | 2.63 | 1.94 | 8.08 | 4.61 |
| 60 – 65 | 4.10 | 2.81 | 11.60 | 6.61 |
| 66 – 69 | 6.58 | 4.85 | 17.84 | 10.15 |
| 70 | 11.62 | 8.61 | 31.74 | 18.55 |
| 71 | coverage terminates | | | |

* *Non-Smoker Rates apply to people who have not used tobacco products in the last 12 months.*

3. TERM LIFE COVERAGE FOR SPOUSES

Benefits

Spouses may select units of \$10,000 to a maximum benefit of \$2,000,000. “Spouse” includes a person who is publicly represented by a member as their spouse.

Premiums

The same low premium rates as members and students.

4. DEPENDENT CHILD COVERAGE

Benefits

Covers all your eligible children for \$10,000 each of term life insurance and accidental death & dismemberment.

Eligibility

Eligible children are unmarried, over 14 days and under 22 years of age, or in full-time attendance at school or university and are between the ages of 22 and 25. If Child Coverage is selected, newborn children are automatically insured on becoming 15 days of age.

Beneficiary

The insured member is the beneficiary unless CPAIPW receives a written notice naming a different beneficiary.

Premiums

One annual premium of \$20. The accidental loss schedule (except Critical Illness), limitations and exclusions are the same as for members.

5. LONG TERM DISABILITY INSURANCE

Benefits

Coverage may be purchased in units of \$100. Your benefit is calculated at 60% of the first \$11,668 of Monthly Earned Income, and 50% thereafter rounded to the nearest \$100, to a maximum benefit of \$10,000/month. "Earned Income" means the income earned from your employment or profession, after business expenses but before income taxes, in the previous 12 or 24 months, whichever is greater.

If your total monthly income from all sources during total disability exceeds 100% of net after tax monthly earned income prior to total disability, the benefit will be reduced by the amount of excess. Total monthly income from all sources will include:

- Any monthly income payable under the benefit.
- Payments from an employer or partnership, excluding return of capital and/or sale of ownership interest.
- Any disability benefits payable under the Canada/Quebec Pension Plan, excluding benefits for dependents or any cost of living increase.
- Any disability benefits payable under any Workers' Compensation Act or any other government plan.
- Any disability benefits payable under any other association, group or franchise insurance plan.
- Any income from a retirement or pension plan.
- Any damages for loss of income recovered from a third party, arising out of the same circumstances that caused your disability.

Definition of Disability

"Total disability" or "totally disabled" means during the elimination period and during the remainder of the period for which benefits are payable, as a result of injury or sickness occurring while insured under the plan, the inability to perform the essential duties of your normal occupation, to age 69.

You will not be considered totally disabled during any period in which you are engaged in any other gainful occupation, or are not under the regular care of a licensed physician, surgeon or psychiatrist.

Benefit Payments

Benefit payments begin after the chosen waiting period has expired and are payable to age 65. For disabilities occurring between the ages of 63 and 69, benefits are payable for the earlier of 24 months or age 69. Benefits are based on earnings in the 12 or 24 months immediately preceding the disability.

Benefits for partial disability will equal your full insured benefit reduced by the ratio of your earned income received while disabled to your earned income prior to disability.

If you die while receiving benefit payments, a three-month lump sum payment will be made to your eligible survivor.

Cost of Living Adjustment

Each April 1st, if you have been receiving benefits, your monthly benefit will be adjusted for inflation using the Consumer Price Index, subject to a maximum increase of 2.5% per annum. If the adjustment is less than 2.5%, the difference will be carried forward to add to the allowable percentage adjustment in subsequent years.

Recurrent Disability

If total disability from the same or related cause recurs within six months of your return to full-time work, benefit payments will resume without the usual waiting period.

Partial Disability Benefit

Partial disability is only available for the first 24 months of disability. Benefits for partial disability will equal the full insured benefit reduced by the ratio of earnings received while disabled to earnings prior to disability.

Payments begin after the chosen waiting period has expired.

Partial Disability Definition

You will be considered partially disabled if, due to sickness or injury, you are only able to perform some of the normal duties of your regular occupation or you are engaged in and receiving earned income from any other gainful occupation, providing your earned income is reduced at least 20% from its pre-disability level as a result of the disability.

Eligibility

Members of the Chartered Professional Accountants of British Columbia, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories, and Nunavut, as well as students, are eligible to apply for the coverage. All applicants must be resident in Canada, U.S. or the Caribbean and less than 65 years of age and must normally work a minimum of 20 hours per week.

Termination

Your Long Term Disability Insurance will terminate on the date you retire or stop working, other than for reason of disease, injury or pregnancy. For short leaves of absence, coverage may continue for 6 months or to the end of the current premium year, whichever is greater.

Limitations and Exclusions

A claimant must be under the care of a qualified physician and receiving appropriate treatment. Disabilities resulting from self-inflicted injury, active participation in a criminal offence, insurrection or war are not covered.

Claims must be submitted within 90 days of the end of your qualifying period.

Premiums

Monthly Premiums per Unit of \$100 of Monthly Benefit:

| Age at April 1 | Selected Waiting Period | | | | |
|----------------|-------------------------|---------|----------|----------|----------|
| | 30 days | 90 days | 120 days | 180 days | 365 days |
| Under 30 | 0.81 | 0.42 | 0.38 | 0.34 | 0.30 |
| 30 - 39 | 1.02 | 0.55 | 0.51 | 0.43 | 0.38 |
| 40 - 44 | 1.53 | 0.94 | 0.85 | 0.77 | 0.67 |
| 45 - 49 | 1.90 | 1.53 | 1.45 | 1.36 | 1.20 |
| 50 - 54 | 3.32 | 2.47 | 2.30 | 2.21 | 1.95 |
| 55 - 64 | 3.72 | 2.81 | 2.64 | 2.47 | 2.17 |
| 65 - 68 | 4.17 | 3.23 | 3.06 | 2.89 | 2.54 |
| 69 | coverage terminates | | | | |

| Age at April 1 | Selected Waiting Period | | | | |
|----------------|-------------------------|---------|----------|----------|----------|
| | 30 days | 90 days | 120 days | 180 days | 365 days |
| Under 30 | 1.36 | 0.76 | 0.68 | 0.60 | 0.52 |
| 30 - 39 | 1.57 | 0.89 | 0.81 | 0.68 | 0.60 |
| 40 - 44 | 2.08 | 1.28 | 1.15 | 1.02 | .90 |
| 45 - 49 | 2.81 | 1.87 | 1.77 | 1.62 | 1.42 |
| 50 - 54 | 3.61 | 2.64 | 2.47 | 2.38 | 2.10 |
| 55 - 64 | 3.72 | 2.81 | 2.64 | 2.47 | 2.38 |
| 65 - 68 | 4.17 | 3.23 | 3.06 | 2.89 | 2.54 |
| 69 | coverage terminates | | | | |

6. MEMBER/FAMILY ASSISTANCE PLAN (for members with LTD insurance)

The Member Assistance Plan (MEFAP) is a voluntary, confidential, short-term counseling, advisory and information service for you and your eligible family members.

The MEFAP provides professional assistance for a wide range of personal issues, including marital relationships, stress, depression, family matters, misuse of alcohol and drugs, bereavement, childcare/ eldercare concerns, financial and legal concerns.

This confidential service is provided at no cost to you or your family. CPAIPW pays for the services provided by an independent professional. If long term or specialized counseling is required your counselor will assist you with a referral to a community resource. You would then be responsible for any fees that your Extended Health care or provincial health insurance does not cover. If you need additional information or wish to arrange a confidential appointment, call 1-800-387-4765.

7. OFFICE OVERHEAD INSURANCE

Benefits

The value of one unit is \$100 of monthly benefit to a maximum coverage of 60 units.

Benefits Payable

The amount of the benefit is your share of the monthly overhead expenses, including rent, employees' salaries, utilities, membership fees, insurance (other than personal insurance), business taxes and any other normal office expenses, up to the amount of benefit selected.

Benefits commence after 30 days of total and continuous disability and continue until disability ceases, the practice is disposed of, or one year has elapsed, whichever occurs first. If you are partially disabled, benefits will be proportional to the time worked.

Eligibility

Partners and sole practitioners who are insured for long term disability with CPAIPW are eligible.

Exclusions

No benefit is provided for the member's salary, fees or drawing account, or remuneration to any CPA or other person who replaces a member to perform his prior duties for the purpose of generating income for the firm. Payments for new equipment and mortgage principal are excluded.

In addition, the limitations and exclusions applicable to the Long Term Disability Insurance also apply.

Premiums

| Age at April 1 | Monthly Premium Per Unit |
|----------------|--------------------------|
| Under 40 | 0.55 |
| 41 – 49 | 0.80 |
| 50 – 59 | 1.30 |
| 60 – 68 | 1.88 |
| 69 | Coverage terminates |

8. ACCIDENTAL DEATH & DISMEMBERMENT

Benefits

Maximum coverage of \$1,000,000 for CPAs, \$500,000 for spouses (up to the equivalent of your term life benefit).

Benefits Payable

The benefit is paid if you suffer any of the losses described in the following schedule. If the benefit is paid as a result of death, it is paid to the designated beneficiary. In the event of loss by dismemberment or loss of use, the benefit is paid to you. When injury results in any of the following losses within 365 days after the date of the accident, the insurer will pay for:

| Accidental Loss and Loss of use of Schedule | % of Principal Sum |
|---|--------------------|
| Life | 100% |
| Both Arms, Both Legs, Feet or Sight of Both Eyes | 100% |
| One Hand or Foot and Sight of One Eye | 100% |
| One Hand and One Foot | 100% |
| Speech and Hearing | 100% |
| Quadriplegia, Paraplegia, Hemiplegia | 200% |
| One Arm, Hand, Leg or Foot | 80% |
| Entire Sight of One Eye | 75% |
| Speech or Hearing in Both Ears | 75% |
| Thumb and Index Finger of One Hand | 40% |
| Four Fingers of Either Hand or Hearing in One Ear | 40% |
| All Toes of One Foot | 33.3% |
| Critical Illness* | 10% |

In addition, the following benefits may be payable if you are in a covered accident:

| | |
|----------------------|---------------------------|
| Repatriation | up to \$15,000 |
| Spousal Retraining | up to \$15,000 |
| Day Care / Education | up to \$5,000/ 4 years |

The following benefits may be payable if you suffer accidental loss paid under the loss schedule other than death.

| | |
|---|----------------|
| Rehabilitation | up to \$15,000 |
| Eyeglasses, Contact Lenses and Hearing Aids | up to \$1,000 |
| Family Transportation | up to \$15,000 |
| Home Alteration or Vehicle Modification | up to \$15,000 |

** Payable if you are diagnosed before age 65 with one of the following diseases at least 90 days after this insurance becomes effective and become totally disabled for a period of nine months. Total Disability is defined as the inability to perform any occupation. Benefits are limited to the first covered critical disease in a person's lifetime: Poliomyelitis, Parkinson's Disease, Huntington's Chorea, Multiple Sclerosis, Alzheimer's Disease, Type 1 Diabetes (Insulin Dependent), Amyotrophic Lateral Sclerosis (ALS), Peripheral Vascular Disease, Necrotizing Fasciitis.*

Eligibility

Members and spouses participating in the Term Life are eligible for this coverage.

Termination

On April 1 coincident with or immediately following attainment of age 66, term life benefits will reduce by 50%. Insurance automatically terminates on April 1 coincident with or immediately following age 71.

Limitations and Exclusions

"LOSS OF USE OF" must be total and irrecoverable and must be continuous for twelve consecutive months after which the benefit for Loss of Use is payable, provided damage is determined to be permanent.

Any loss must be the result of an accident, must occur within 365 days of the accident, and must be complete and irrecoverable. Payment will be made only for one loss, the greatest sustained by the insured as the result of one accident. Losses caused by self inflicted injury including asphyxiation, war, full-time service in the armed forces,

medical treatment, or flying (except as a passenger on a valid commercial airline) stroke or cardiovascular events or infections are not covered.

Notice of a claim must be provided within 30 days of an accident or diagnosis of a critical illness.

Premium

Monthly Premium of \$0.15 per unit of \$10,000.

9. CRITICAL ILLNESS

Benefits

Coverage for the following critical illnesses; Alzheimer's Disease, Aortic Surgery, Aplastic Anemia, Bacterial Meningitis, Benign Brain Tumor, Blindness, Cancer (life-threatening, additional restrictions apply for breast, prostate, and skin), Coma, Coronary Artery Bypass Surgery, Deafness, Dilated Cardiomyopathy, Fulminant Viral Hepatitis, Heart Attack, Heart Valve Replacement, Kidney Failure, Liver Failure (advanced stage), Loss of Independent Existence, Loss of Limbs, Loss of Speech, Major Organ Failure (on waiting list), Major Organ Transplant, Motor Neuron Disease, Multiple Sclerosis, Muscular Dystrophy, Occupational HIV Infection, Paralysis, Parkinson's Disease, Primary Pulmonary Hypertension (idiopathic pulmonary arterial hypertension and familial pulmonary arterial hypertension), Progressive Systemic Sclerosis, Severe Burns, and Stroke (cerebrovascular accident).

The Critical Illness lump sum benefit will be paid to you following a survival period of 30 days after the diagnosis of a covered critical illness, unless otherwise indicated in your contract.

Premiums

Coverage is available in units of \$10,000, up to a maximum of \$250,000.

Premium Waiver for Critical Illness

Premiums are waived as of the date approved for waiver of life insurance premiums.

Eligibility

Members of the CPA organizations of British Columbia, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories, and Nunavut and their spouses are eligible to apply. All applicants must be resident in Canada or the United States and less than 65 years old. Insurance will take effect on the date the completed application is approved.

Termination of Coverage

Coverage will terminate under the following circumstances:

- On your 65th birthday or retirement, whichever is earlier;
- On the death of the insured;
- Lapse of the policy; or
- If you are no longer a member of one of the participating institutes or are no longer the spouse of a member.

Premiums

Monthly Premium per Unit of \$10,000:

| Age at April 1 | Non- Smoker | | Smoker | |
|----------------|-------------|--------|--------|--------|
| | Male | Female | Male | Female |
| Under 29 | 1.33 | 1.33 | 1.74 | 1.74 |
| 30 – 34 | 1.95 | 1.95 | 2.56 | 2.56 |
| 35 – 39 | 2.26 | 2.26 | 3.79 | 3.79 |
| 40 – 44 | 3.18 | 3.18 | 6.66 | 6.66 |
| 45 – 49 | 5.02 | 4.61 | 12.30 | 10.35 |
| 50 – 54 | 7.48 | 6.66 | 20.30 | 15.99 |
| 55 – 59 | 12.30 | 8.92 | 32.49 | 21.73 |
| 60 – 64 | 20.09 | 14.66 | 53.10 | 34.65 |

** Non-smoker rates apply to individuals who have not used tobacco products in the last 12 months.*

Master Contracts

This summary is for information purposes only. Benefits will be provided in accordance with the terms of the master contract with the insurance carriers for these programs. Please call or email CPA Insurance Plans West for any details not provided within this policy overview.

Our policies, forms and documents are available online at www.cpaipw.ca.

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