



Will Preparation Services

Group Life

MetLife



Dartmouth College is proud to offer Will Preparation Services ^{SM1}

We are pleased to announce that you have access to an important benefit for all Dartmouth College employees who participate in the MetLife Life Insurance plan— **Will Preparation**¹.

Having an up-to-date will is one of the most important things you can do for your family.

Without a will, your assets may be distributed according to state law and *not* in accordance with your wishes. An up-to-date will establishes important decisions about the distribution of your assets. With Will Preparation, you have access to an important service that helps you ensure your family's future should something happen to you.

What is Will Preparation?

Will Preparation is offered by Hyatt Legal Plans¹, a MetLife company, and provides eligible employees and their spouses with face-to-face access to attorneys participating in Hyatt Legal Plans network for preparing or updating a will, living will and power of attorney. When you choose a participating Hyatt Legal Plans attorney, the attorney's fees are fully covered and there are no claim forms to file. You also have the flexibility of using a non-network attorney and being reimbursed for covered services according to a set fee schedule.²

How do I access Will Preparation Services?

It's simple. Employees who participate in MetLife's Life Insurance plan can access the service by:

- Contacting Hyatt Legal Plans at 1-800-821-6400, Monday through Friday, 8:00 a.m. - 7:00 p.m. E.T.
- A Client Service Representative will:
 - ask you to provide your Company name, Group Number, and the last 4 digits of your Social Security number or Employee ID number
 - In Network
 - help you locate a participating plan attorney in your area
 - provide you with a case number to give to the attorney you choose
 - answer any questions you have
 - Out-of-Network
 - provide you with a case number to give to the attorney you choose
 - provide you with a fee reimbursement claim form
 - explain how to complete the form and how to return it to Hyatt Legal Plans with a copy of the attorney's final bill.
- You contact the attorney's office and make an appointment at a time convenient for you.

Hyatt Legal Plans' Toll-Free Number: 1-800-821-6400
Dartmouth College - Group Number: 116541

If you have questions about Will Preparation, please contact Hyatt Legal Plans at the toll-free number listed above.

¹ Will Preparation Services are offered by Hyatt Legal Plans, Inc., Cleveland, Ohio. In certain states, legal services benefits are provided through insurance coverage underwritten by Metropolitan Property and Casualty Insurance Company and Affiliates, Warwick, Rhode Island. In New York, the Will Preparation service is an expanded offering that includes office consultations and telephone advice for certain other legal matters beyond Will Preparation.

² If you chose a non-network attorney, you will be responsible for any attorneys' fees that exceed the reimbursed amount.