

## OPM 02-21

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

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

**DATE:** April 10, 2002

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

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Attached for your reference are the April 10, 2002, copies of the following:

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

These supersede the comprehensive lists dated January 3, 2001, 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 January 3, 2001, include: addition of policies for ***Life Investors Insurance Company of America***.

**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 or by e-mail at [marsha.reeder@opm.state.ok.us](mailto:marsha.reeder@opm.state.ok.us). 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. You may also access this list from OPM's website: [www.opm.state.ok.us](http://www.opm.state.ok.us).

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

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

***Approval of voluntary payroll deduction status:***

- ***DOES NOT constitute an endorsement or recommendation by the Office of Personnel Management or the State of Oklahoma as to the subject of the payroll deduction, and applicants shall make no such representation.***
- ***DOES NOT give authority for sales solicitation of state employees on state time or on state property.***

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

**CREDIT UNIONS**  
**AUTHORIZED FOR STATE EMPLOYEES' PAYROLL DEDUCTIONS**  
**As of April 10, 2002**

**C.S.H. Federal Credit Union**  
P.O. Box 151  
Norman, OK 73070  
FIN: 73-0726132  
Payroll Code: AU05

**Lawton Teachers Federal Credit Union**  
1806 Liberty  
Lawton, OK 73507  
FIN: 73-0702715  
Payroll Code: AU13

**O.U. Employees Federal Credit Union**  
2000 West Lindsey  
Norman, OK 73069  
FIN: 73-0621684  
Payroll Code: AU18

**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

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

**Red River Federal Credit Union**  
P.O. Box 638  
Altus, OK 73522  
FIN: 73-0668635  
Payroll Code: AU19

**Credit Union One of Oklahoma**  
P.O. Box 53005  
Oklahoma City, OK 73152  
FIN: 73-0590501  
Payroll Code: AU04

**Municipal Employees Credit Union**  
101 North Walker  
Oklahoma City, OK 73102  
FIN: 73-0366010  
Payroll Code: AU16

**Texoma Educators Federal Credit Union**  
Station A  
Durant, OK 74701  
FIN: 73-0720494  
Payroll Code: AU21

**East Central Teachers' Credit Union**  
831 East Main  
Ada, OK 74820  
FIN: 73-6098890  
Payroll Code: AU23  
Contact: Linda Whitson  
(405) 332-6306

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

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

**Federal Employees Credit Union**  
4235 North Meridian  
Oklahoma City, OK 73112  
FIN: 73-0727707  
Payroll Code: AU24  
Contact: DeAnn Elliott  
(405) 789-8600, ext. 245

**Oklahoma Employees Credit Union**  
P.O. Box 24027  
Oklahoma City, OK 73124  
FIN: 73-6093655  
Payroll Code: AU02  
Contact: Rhonda Bearden  
Telephone: (405) 525-8588  
Fax: (405) 525-7505

**University & Community Federal  
Credit Union**  
311 East McElroy  
PO Box 1357  
Stillwater, OK 74078  
FIN: 73-0798831  
Payroll Code: AU17

**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

**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

*Please bring any errors to the attention of Marsha Reeder (405) 521-2269.*

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**EMPLOYEE ASSOCIATIONS**  
**AUTHORIZED FOR STATE EMPLOYEES' PAYROLL DEDUCTIONS**  
As of April 10, 2002

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

**Oklahoma State Trooper 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

**COLLEGE SAVINGS PLAN**  
**AUTHORIZED FOR STATE EMPLOYEES' PAYROLL DEDUCTIONS**  
As of April 8, 2002

**Oklahoma College Savings Plan**  
Attn: TIAA-CREF/BFDS – Rick Avila  
PO Box 8193  
Boston, MA 02226-8193  
FIN: 73-1579605  
Payroll Code: MI04  
Contact: TIAA-CREF

Deborah Goodkin (TIAA-CREF)  
1-800-842-2733, ext. 6031  
Board of Trustees of the Oklahoma College Savings Plan Program  
Regina Switzer  
405-858-4422

Information regarding participation in the Oklahoma College Savings Plan can be found in the plan's enrollment kit which can be obtained by telephoning, toll free, 1-877-OK4SAVING or by logging on to the web site, [www.ok4saving.org](http://www.ok4saving.org). Additional information may be found at the State Treasurer's Office web site, [www.oklaosf.state.ok.us/~sto](http://www.oklaosf.state.ok.us/~sto).

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**BILLING UNITS (INSURANCE FIRMS) AND CONTACT PERSONS**  
**For Supplemental Insurance Paid Through**  
**PAYROLL DEDUCTIONS OF OKLAHOMA STATE EMPLOYEES**  
**As of April 10, 2002**

***Aegon USA***

P.O. Box 8063  
Little Rock, AR 72203  
ATTN: Julie Boyd  
FIN: 62-0915658  
Payroll Code: AI14  
Inquiries: Julie Boyd  
(501) 371-3134  
Shannon Geary,  
Group Billing  
(501) 371-3153

***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

***Conseco Health 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

***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

***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

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

321 East Main Street  
Ada, OK 74820  
ATTN: Kyra Childers  
FIN: 73-1064172  
Payroll Code: AI24  
Inquiries: (580) 436-7493  
(800) 654-7757

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**INSURANCE POLICIES AND BILLING UNITS**  
 Authorized For  
**PAYMENT OF PREMIUMS THROUGH PAYROLL DEDUCTION**  
 As of April 10, 2002

INSURANCE COMPANY POLICY TYPE	FORM(S)	BILLING UNIT
<b><u>American Family Life Assurance Company</u></b> (Payroll Code: AI03)		
Cancer	A-9520; A-12000	Same
Hospital Intensive Care	A-9990	Same
Life	5191	Same
<b><u>American Fidelity Assurance Company</u></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><u>American Fidelity Assurance Company</u></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><u>American General Life Insurance Company</u></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><u>American Public Life Insurance Company</u></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
<b><u>American Public Life Insurance Company</u></b> (Payroll Code: AI05) -- <b>CONTINUED</b>		

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**INSURANCE COMPANY  
POLICY TYPE**

**FORM(S)**

**BILLING UNIT**

INSURANCE COMPANY POLICY TYPE	FORM(S)	BILLING UNIT
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

**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.

**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

**Conseco Health Insurance Company** (formerly Capitol American Life Insurance Co.) (Payroll Code: AI06)

LifeChoices Series	CH00/PS1OK-A	Same
Benefit Rider	CH0B1/IS1ST-A	Same
Benefit Rider	IS003/EA1OK-AA	Same
Benefit Rider	SD090/EA1ST-A	Same

**Leaders Life Insurance Company** (Payroll Code: AI29)

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<b>INSURANCE COMPANY POLICY TYPE</b>	<b>FORM(S)</b>	<b>BILLING UNIT</b>
LifeStyle Plan	LL.17.1	Same
Term to 100	LL-3	Same
10 & 15 Year Term	LL10.15	Same
<b><u>Life Investors Insurance Company</u> (formerly Equity National Life Insurance Company) (Payroll Code: Paid to AI14)</b>		
Accident AnswerSelect Policy & available riders	LPA02OK	Aegon USA
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
AccidentSolution Policy & available riders	LPA05OK	Aegon USA
CancerSelect Policy & available riders/optional selections	LPC0100	Aegon USA
Easy Life Policy	LPWL1200	Aegon USA
Family Accident Rider	ERAC0600; ERAC0700	Aegon USA
First OccurrenceSelect Policy & available riders	LPC06OK	Aegon USA
HeartSelect II Policy & available riders	LPH01OK	Aegon USA
HospitalSelect Policy & available riders	LPHI01OK	Aegon USA
Intensive CareSelect Policy	LPE610OK	Aegon USA
IncomeSelect Policy	LGP01OK	Aegon USA
Life Provider Policy & available riders	LPWL0100	Aegon USA
Sickness Policy	EPHS0100	Aegon USA
Term Life to Age 65 Policy & available riders	LPLT01OK	Aegon USA
Term Life Select	LPRT01OK	Aegon USA
<b><u>Monumental Life Insurance Company</u> (Payroll Code: Paid to AI14)</b>		
<b>Long Term Care Policy</b>	ML-LTCP TQ (OK) 898	Aegon USA
• Home & Community Care Rider	ML-HCCR TQ (OK) 898	Aegon USA
• Home Care Rider	ML-HCR TQ (OK) 898	Aegon USA
• Assisted Living Facility Rider	ML-ALFR TQ (OK) 898	Aegon USA
• Guaranteed Purchase Option Rider	ML-GPOR TQ 898	Aegon USA
• Nonforfeiture Rider	ML-NFR TQ 197	Aegon USA
<b><u>Occidental Life Insurance Company</u> (Payroll Code: AI20 Paid to AI24)</b>		
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><u>Pre-Paid Legal Casualty, Inc.</u> (Payroll Code: AI24)</b>		
Family Plan	PPLSI-233	Same
Law Officers Legal Plan	PPLSI-234	Same
<b><u>Providential Life Insurance Company</u> (Payroll Code: AI22 Paid to AI24)</b>		
Cancer	CC-174	Pre-Paid Legal Casualty Inc.
Intensive Care	IC-101	Pre-Paid Legal Casualty Inc.
<b><u>Transamerica Life Insurance Company</u> (Payroll Code: Paid to AI14)</b>		
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
<b><u>Transamerica Life Insurance Company</u> (Payroll Code: Paid to AI14) -- <b>CONTINUED</b></b>		
Accident Specific Sum Injuries Benefit Rider	PRA0300	Aegon USA

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INSURANCE COMPANY POLICY TYPE	FORM(S)	BILLING UNIT
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
<b>5 Year Term Life Policy</b>	PPRT01OK	Aegon USA
• Waiver of Premium Rider	PRWP01OK	Aegon USA
• Accelerated Benefit Rider	PRWL0100	Aegon USA
<b>Term Life to Age 65 Policy</b>	PPLT01OK	Aegon USA
• Children's Term Insurance Rider	PRLC0100	Aegon USA
• Family Plan Term Insurance Rider	PRLF0100	Aegon USA
• Accelerated Benefit Rider	PRWL0100	Aegon USA
<b>Heart Select II Policy</b>	PPH01OK	Aegon USA
• Heart Disease, Heart Attack & Stroke Home Recovery Rider	PRH01OK	Aegon USA
• Vital Organ Transplant Rider	PRTC01OK	Aegon USA
• Intensive Care Rider	PRE620	Aegon USA
• Return of Premium Rider	PRR760	Aegon USA
<b>First Occurrence Invasive Cancer Policy</b>	PPC06OK	Aegon USA
• Spouse Rider	PRCS06OK	Aegon USA
• Child (ren) Rider	PRCC06OK	Aegon USA
• Vital Organ Transplant Rider	PRTC01OK	Aegon USA
• Return of Premium Rider	PRR760	Aegon USA
<b>Major Illness Select Policy</b>	PPC0100	Aegon USA
• Heart Disease, Heart Attack and Stroke Rider	PRHC01OK	Aegon USA
• Specified Disease Rider	PRSC01OK	Aegon USA
• Vital Organ Transplant Rider	PRTC01OK	Aegon USA