DISABILITY CLAIM FORM

The Benefits Center
P.O. Box 100158, Columbia, SC 29202-3158

Pacific Time Zone Toll-free: 1-877-851-7637 Fax: 1-877-851-7624
All Other Time Zones Toll-free: 1-800-858-6843 Fax: 1-800-447-2498
Call toll-free Monday through Friday, 8 a.m. to 8 p.m. (Eastern Time).

For use with policies issued by the following Unum Group ["Unum"] subsidiaries:

Unum Life Insurance Company of America Provident Life and Accident Insurance Company
The Paul Revere Life Insurance Company

OUR COMMITMENT TO YOU

We understand that a disabling illness or injury creates emotional, physical and financial challenges, and we want to do whatever we can to help you. You have our commitment to provide you with responsive service and to be understanding and sensitive to your circumstances during the claim process.

INSTRUCTIONS

When should you use this claim form?

Use this claim form to submit a disability claim to Unum. This form should be used for the following types of claims only:

- Long Term Disability
- Any combination of the following: Long Term Disability, Individual Disability and Life Insurance Waiver of Premium. If you are covered for more than one of these products, this is the only form you need to complete.

Who is responsible for completing this claim form?

The information provided on this claim form will be used to evaluate your eligibility for disability benefits. Please provide complete and legible responses to ensure your claim is processed as quickly as possible. Please enclose any additional information you feel will assist us in the evaluation of your claim.

- **Employee/Individual Statement (pages 4-7):** Please complete this section of the claim form and fax it to 1-877-851-7624 (Pacific time zone) or 1-800-447-2498 (all other time zones). If you prefer, it may be mailed to the address noted above.
- Please complete the name and date of birth fields at the top of every page for easy identification purposes in case the pages become separated.
- **Direct Deposit Request (page 8):** Please complete this form is you wish to have your Long Term Disability benefits deposited directly into your bank account.
- **Authorization to Share Information with Third Parties (page 9):** If you wish to give us permission to share the details of your claim with a third party (such as your spouse, child, sibling, friend, etc.), please sign and date this form and fax it to 1-877-851-7624 (Pacific time zone) or 1-800-447-2498 (all other time zones). If you prefer, it may be mailed to the address noted above.
- **Employee/Individual Authorization (last page):** Please sign and date this form and provide a copy to your attending physician. Fax the completed form to 1-877-851-7624 (Pacific time zone) or 1-800-447-2498 (all other time zones) or mail it to the address noted above.
- **Employer Statement (pages 10-12):** Please give this section of the claim form to your employer and ask him/her to complete, sign and date the form. Your employer should fax the completed form to 1-877-851-7624 (Pacific time zone) or 1-800-447-2498 (all other time zones) or mail it to the address noted above.
- **Attending Physician Statement (pages 13-15):** Please complete Part I of this statement, then give this section of the claim form to the physician or treating provider primarily responsible for your care. Ask him/her to complete Part II and fax the completed form to 1-877-851-7624 (Pacific time zone) or 1-800-447-2498 (all other time zones). If s/he prefers, it may be mailed to the address noted above.

Questions?

If, at any time, you have questions about the claim process or need help to complete this form, please call the above toll-free number. Our Contact Center is staffed with experienced professionals who can be contacted from 8 a.m. to 8 p.m. Monday through Friday.

Instructions (continued) / Claim Fraud Statements

Fraud Warning

For your protection, the laws of several states, including Alaska, Arizona, Arkansas, Delaware, Idaho, Indiana, Louisiana, Maine, Maryland, New Mexico, Ohio, Oklahoma, Rhode Island, Tennessee, Texas, Virginia, Washington, and West Virginia require the following statement to appear on this claim form:

Any person who knowingly and with the intent to injure, defraud or deceive an insurance company presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Fraud Warning for California Residents

For your protection, California law requires the following to appear on this claim form:
Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Fraud Warning for Colorado Residents

For your protection, Colorado law requires the following to appear on this claim form:
It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Fraud Warning for District of Columbia Residents

For your protection, the District of Columbia requires the following to appear on this claim form:
WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits, if false information materially related to a claim was provided by the applicant.

Fraud Warning for Florida Residents

For your protection, Florida law requires the following to appear on this claim form:
Any person who knowingly and with intent to injure, defraud or deceive any insurer, files a statement of claim or an application containing false, incomplete or misleading information is guilty of a felony of the third degree.

Fraud Warning for Kentucky Residents

For your protection, Kentucky law requires the following to appear on this claim form:
Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

Fraud Warning for Minnesota Residents

For your protection, Minnesota law requires the following to appear on this claim form:
A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

Fraud Warning for New Hampshire Residents

For your protection, New Hampshire law requires the following to appear on this claim form:
Any person who, with a purpose to injure, defraud, or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638.20.

Fraud Warning for New Jersey Residents

For your protection, New Jersey law requires the following to appear on this claim form:
Any person who knowingly and with intent to defraud any insurance company or other persons, files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact, material thereto, commits a fraudulent insurance act, which is a crime, subject to criminal prosecution and civil penalties.

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Fraud Warning for New York Residents

For your protection, New York law requires the following to appear on this claim form:
Any person who knowingly and with the intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Fraud Warning for Oregon Residents

For your protection, Oregon law requires the following to appear on this claim form:
Any person who makes an intentional misstatement that is material to the risk may be found guilty of insurance fraud by a court of law.

Fraud Warning for Pennsylvania Residents

For your protection, Pennsylvania law requires the following to appear on this claim form:
Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Fraud Warning for Puerto Rico Residents

For your protection, Puerto Rico law requires the following to appear on this claim form:
Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine of not less than five thousand dollars ($5,000) and not more than ten thousand dollars ($10,000), or a fixed term of imprisonment for three (3) years, or both penalties. If aggravating circumstances are present, the penalty thus established may be increased to a maximum of five (5) years; if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

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EMPLOYEE/INDIVIDUAL STATEMENT (PLEASE PRINT)

A. Information About You

Last Name | Suffix | First Name | MI

Date of Birth (mm/dd/yy) | Social Security Number | Gender ☐ Male ☐ Female

Home Address

City | State | Zip

Home Telephone Number | Cell Telephone Number

The state in which you work | Preferred e-mail address (for confirmation purposes only)

Employer Name

Language Preference ☐ English ☐ Spanish

Please check all types of coverage you have with Unum.

☐ Short Term Disability ☐ Long Term Disability ☐ Individual Disability ☐ Life Insurance ☐ Voluntary Benefits Disability
☐ Voluntary Benefits Cancer/Critical Illness ☐ Voluntary Benefits Accident ☐ Voluntary Benefits MedSupport

Are you currently self-employed? ☐ Yes ☐ No | Do you work for another employer? ☐ Yes ☐ No

If yes, employer name: | Telephone Number

B. Information About the Condition(s) Causing Your Disabililty

1. For **illness**, answer the following questions then go to #4:

What is the name of your medical condition? | What were your first symptoms?

Describe when you first noticed the symptoms. | Date you were first treated by a physician (mm/dd/yy):

2. For an **injury**, answer the following questions then go to #4:

What is the name of your medical condition?

Describe where and how the injury occurred.

Date the injury occurred (mm/dd/yy): | If related to a motor vehicle accident, was an accident report filed? ☐ Yes ☐ No | Date you were first treated by a physician (mm/dd/yy):

3. For **pregnancy**, answer the following questions then go to #4:

What is your expected delivery date?

Were there any complications causing you to stop work prior to your expected delivery date? ☐ Yes ☐ No | If yes, please explain:

Have you already delivered? ☐ Yes ☐ No | If yes, what type of delivery? ☐ Vaginal ☐ C-Section | If yes, date of delivery:

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EMPLOYEE/INDIVIDUAL STATEMENT (Continued)

Employee/Individual's Name (Last Name, Suffix, First Name, MI) | Date of Birth (mm/dd/yy)

4. For **all medical conditions**, answer the following questions:

What specific duties of your occupation are you unable to perform due to your medical condition?

Have you been treated for this condition(s) in the past? ☐ Yes ☐ No | If yes, when and by whom?

Is your condition related to your occupation? ☐ Yes ☐ No If no, go to Section C. | If yes, please explain:

Have you filed a Workers' Compensation claim? ☐ Yes ☐ No | If no, do you intend to file a Workers' Compensation claim? ☐ Yes ☐ No

C. Information About Your Disability

Date last worked (mm/dd/yy):	Number of hours worked on date last worked:	Date you were first unable to work due to this medical condition (mm/dd/yy):

D. Information About Physicians, Hospitals and Medications: This information will assist us in the evaluation of your claim.

Please provide the following information about all your current medical treatment providers (physicians, hospitals, physical therapists, etc). If you are being treated by more than two, please use a separate sheet of paper and include it with this form.

1. Provider Name | Mailing Address | ( ) Telephone No.
Specialty | City | State | Zip | ( ) Fax No.
Date of First Visit (mm/dd/yy) | Date of Next Visit (mm/dd/yy)

2. Provider Name | Mailing Address | ( ) Telephone No.
Specialty | City | State | Zip | ( ) Fax No.
Date of First Visit (mm/dd/yy) | Date of Next Visit (mm/dd/yy)

Please list any recent (within the last 12 months) hospital visits/admissions. If you have had more than two, use a separate sheet of paper and include it with this form.

1. Hospital | Address | Date of Visit/Admission (mm/dd/yy)
Procedure | City | State | Zip | Date of Discharge (mm/dd/yy)

2. Hospital | Address | Date of Visit/Admission (mm/dd/yy)
Procedure | City | State | Zip | Date of Discharge (mm/dd/yy)

Please list all current medications. If you have more than five, use a separate sheet of paper and include it with this form.

	Prescription Name	Dosage/Frequency	Prescribing Physician	Pharmacy Name
1.				
2.				
3.				
4.				
5.				

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EMPLOYEE/INDIVIDUAL STATEMENT (Continued)

Employee/Individual's Name (Last Name, Suffix, First Name, MI) | Date of Birth (mm/dd/yy)

E. Information About Other Disability Income: This information is important to ensure the accuracy of your disability benefit calculation.

You may be receiving income from other sources that could reduce your benefit from Unum. Please indicate what other income benefits you are eligible to receive or are receiving as a result of your disability and complete the information requested.

Other Source of Income	Eligible to Receive	Receiving	Amount	Benefit Begin Date
Short Term Disability	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		
State Disability Plan (CA, HI, NJ, NY, PR, RI)	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		
Workers' Compensation	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		
Motor Vehicle Insurance	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		
Third Party Settlement/Income	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		
Social Security/Disability	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		
Social Security/Family	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		
Social Security/Retirement	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		
Unemployment	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		
Pension/Disability	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		
Pension/Retirement	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		
Canada Pension	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		
Public Employee Retirement System	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		
State Teachers Retirement System	☐ Yes ☐ No ☐ Unknown	☐ Yes ☐ No ☐ Unknown		

F. Information About Your Return-to-Work

Have you returned to work? ☐ Yes ☐ No If yes, indicate information below.
Part Time (mm/dd/yy): Full Time (mm/dd/yy): Hours per week:

If you have not returned to work, when do you expect to return?
Part Time (mm/dd/yy): Full Time (mm/dd/yy): ☐ Unknown

G. Information About Your Family: This information is important to assist us in determining if your family may be eligible for other benefits.

Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Divorced ☐ Domestic Partner ☐ Separated

Spouse/Partner's Name	Spouse/Partner's Date of Birth (mm/dd/yy)	Is he/she employed?
		☐ Yes ☐ No

List your dependent children who are under age 25 (include additional sheets if necessary).

Name	Date of Birth (mm/dd/yy)	Attending School?
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

H. Information About Income Tax Withholding: The following information will ensure your benefit is taxed appropriately according to Federal and State regulations.

TAX INFORMATION

If you do not know if you are covered under a fully-insured or self-funded plan, please contact your employer for assistance.

- **For Fully-Insured Plans** – If your request for benefits is approved, should Unum withhold Federal and/or State Income Taxes from your benefit checks?
  Federal Income Tax: ☐ Yes ☐ No If yes, how much should be withheld from each check? (whole dollar amount) $_____
  Minimum Withholding: $20/week for Short Term Disability and $88/month for Long Term Disability.
  State Income Tax: ☐ Yes ☐ No If yes, how much should be withheld from each check? (whole dollar amount) $_____
- **For Self-Funded Plans** – Attach a copy of your completed W-4 for accurate calculation of Federal and State income taxes. **Note:** If not provided, we are required by law to withhold 25% of your benefit for Federal Income Tax and the maximum withholding amount for State Income Tax.

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EMPLOYEE/INDIVIDUAL STATEMENT (Continued)

Employee/Individual's Name (Last Name, Suffix, First Name, MI)

Date of Birth (mm/dd/yy)

Fraud Warning: For your protection, Arizona law requires the following to appear on this claim form:

Any person who knowingly and with the intent to injure, defraud or deceive an insurance company presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Fraud Warning: For your protection, New York law requires the following to appear on this claim form:

Any person who knowingly and with the intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

I. Signature of Employee/Individual

I have read and understand the fraud notices listed on page 2 of this form. I also acknowledge that should my claim be overpaid for any reason it is my obligation to repay any such overpayment.

The above statements are true and complete to the best of my knowledge and belief. **(Your signature is required for benefit consideration.)**

X _____ _____

Signature **Date**

Reminder: Please sign and date the Authorization (last page of this claim form).

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DIRECT DEPOSIT REQUEST: To be completed by the Employee.

Please provide the information requested below by completing the appropriate section of this form. Once completed, sign and date the form and mail or fax it to the address or fax number indicated above. Your request will be processed promptly.

A. Information About You

Last Name | First Name | MI

Address

City | State | Zip

Social Security Number | Home Telephone Number

B. Information About How to Set-up or Change Your Direct Deposit

☐ Set-up Direct Deposit ☐ Change Direct Deposit Account

Bank/Financial Institution Information

Name

Address

City | State | Zip

Type of Account ☐ Checking **(Required: Please attach a voided check imprinted with your name)**
☐ Savings

Bank Routing Number | Personal Account Number

Direct Deposit Cancellation Request Please complete this section thirty days in advance if you wish to cancel your direct deposit agreement.

☐ Cancel my direct deposit agreement Effective Date

C. Signature of Individual

X _____ _____

Signature **Date**

Frequently Asked Questions About Direct Deposit

- **What is Direct Deposit?**
  Direct deposit is a safe and easy way to have your benefit payment deposited directly into your checking or savings account. Unum will electronically transfer the money into your bank account on a monthly schedule.
- **Reasons to use Direct Deposit**
  - It's safe – no more lost or stolen checks
  - It's convenient
  - It's reliable
  - It saves time
- **How do I sign-up for Direct Deposit?**
  Just complete the top section of this form and mail or fax it to us. Please print clearly so we are able to verify your account numbers accurately.
- **What if I change financial institutions or want to stop my direct deposit?**
  It's simple!! To change financial institutions, please complete this form and attach a voided check imprinted with your name. To stop your direct deposit, please complete this form or provide the information on our secure website, unum.com.
- **When can I expect the money to be in my account?**
  Because this can vary from person-to-person, please discuss the details with your claims specialist and your financial institution.
- **What if I have questions?**
  Please call our toll-free Direct Deposit Customer Service line at 1-800-413-7671. There are knowledgeable and courteous representatives available to answer your questions, Monday through Friday, 8 a.m. to 4 p.m. Eastern Time.

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You are not required to sign this Optional Authorization. However, if you would like us to communicate with a family member, friend or other third party about your claim, we recommend completing the information below. Please sign and date the form as indicated and mail or fax it to the address or fax number indicated above.

Optional Authorization to Disclose Information to Third Parties

To assist in the evaluation or administration of my claim(s), I authorize Unum Group, its subsidiaries and duly authorized representatives ("Unum") to share personal health and financial information relating to my claim with the family members, friends, and/or other third parties listed below:

My Spouse: _____
(Name)

Other Family Member: _____
(Name / Relationship)

Other person: _____
(Name / Relationship)

I authorize Unum to leave messages about my claim on my voicemail / answering machine.
☐ Yes ☐ No

I understand that information about my claim may include information about my health and that such information about my health may be related to any disorder of the immune system including, but not limited to, HIV and AIDS; use of drugs and alcohol; and mental and physical history, condition, advice or treatment, but does not include psychotherapy notes.

I do not wish the following information about my claim to be shared (leave blank if not applicable):

_____

I further understand that the information is subject to redisclosure and might not be protected by certain federal regulations governing the privacy of health information.

I may revoke this authorization in writing at any time except to the extent Unum or the authorized recipient of my information has relied on it prior to receiving my notice of revocation. I may revoke this Authorization by sending written notice to the address above.

This authorization is valid for the shorter of two (2) years or the duration of my claim. I may request a copy of the Authorization and a copy shall be as valid as the original.

_____ _____
Employee Signature Date

_____ _____
Printed Name Social Security Number

I signed on behalf of the claimant as _____ (indicate relationship). If Power of Attorney Designee, Personal Representative, Guardian, or Conservator, please attach a copy of the document granting authority.

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EMPLOYER STATEMENT - To be completed by the Employer (PLEASE PRINT)

A. Information About the Employer

Employer Name

Employer's Phone Number

Employer Address

City

State

Zip

Prior LTD Carrier Name

Prior LTD Carrier Employee Effective Date

Prior LTD Carrier Policy Termination Date

B. Information About the Employee

Employee's Name (Last Name, Suffix, First Name, MI)

Employee's Address

City

State

Zip

Employee Telephone Number

Social Security Number

Date of Hire (mm/dd/yy)

Please check all types of coverage this employee has with Unum and indicate the effective date of his/her coverage.

☐ Short Term Disability _____ ☐ Long Term Disability _____ ☐ Individual Disability _____
☐ Life Insurance _____ ☐ Voluntary Benefits Disability _____
☐ Voluntary Benefits Cancer/Critical Illness _____ ☐ Voluntary Benefits MedSupport _____

Short Term Disability Policy Number	Division Number	Class Number	Division Description / Class Description
Long Term Disability Policy Number	Division Number	Class Number	Division Description / Class Description
Individual Disability Policy Number	Division Number	Class Number	Division Description / Class Description
Life Insurance Policy Number	Division Number	Class Number	Division Description / Class Description

Date Last Worked (mm/dd/yy):

Number of hours worked on date last worked:

Regular Work Schedule
Days/Week _____ Hours/Day _____ Hours/Week _____

Check off regular work days: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

If this is a Section 125/Cafeteria plan, indicate which option of coverage this employee has chosen.

Previous Plan Year
Date of Open Enrollment (mm/dd/yy) _____ Option _____

Current Plan Year
Date of Open Enrollment (mm/dd/yy) _____ Option _____

C. Information About the Employee's Occupation

Occupation Title (please include a copy of the employee's job description):

Primary duties of the employee's occupation on date last worked:

Employee's Pre-disability Work Status: ☐ Full-time ☐ Part-time ☐ Exempt ☐ Non-exempt ☐ Bargaining ☐ Non-bargaining

Did the employee's occupational duties and/or hours change due to disability or medical condition prior to his/her last day worked? ☐ Yes ☐ No
If yes, please explain:

Has employee returned to work? ☐ Yes ☐ No | If yes, date (mm/dd/yy): ☐ Full Time ☐ Part Time | Hours Per Week:

Has the employee's employment been terminated? ☐ Yes ☐ No | If yes, termination date (mm/dd/yy):

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EMPLOYER STATEMENT (Continued)

Employee's Name (Last Name, Suffix, First Name, MI) | Date of Birth (mm/dd/yy)

D. Information About the Employee's Salary

How was the employee paid prior to date last worked? Please check all that apply and indicate the amount paid.

☐ Hourly $ _____
☐ Weekly $ _____
☐ Bi-Weekly $ _____
☐ Semi-Monthly $ _____
☐ Bonuses $ _____
☐ Commissions $ _____

Date paid through for (mm/dd/yy):
☐ Salary Continuation _____
☐ Vacation Pay _____
☐ Accrued Sick pay _____
☐ Other _____

Paid Time Off balance as of last day worked:

Sick Leave balance as of last day worked:

Does the employee have an ownership interest in this business? ☐ Yes ☐ No | If yes, what is the % of ownership? _____ %

Type of business: ☐ Regular Corporation ☐ S Corporation ☐ Partnership ☐ Sole Proprietorship

Financial Documentation: We are requesting this information so we can accurately calculate your employee's benefit. Please refer to the definition of earnings in your policy and provide us with the appropriate payroll information.

If your earnings definition is:	**Then we need:**
Salary Only/Current Earnings	Payroll records or paystubs for the 3 months just prior to disability
Bonus/Commissions Included	Payroll records for either 12 or 24 months (per your definition of earnings) just prior to disability
Other	Payroll documentation referenced in your definition of earnings (e.g. W-2, K-1, Schedule C, teacher contract, etc.)

E. Information Needed for Calculation of FICA

What percent of the Long Term Disability benefit is taxable? _____%

[See IRS Publication ***15-A Employer's Supplemental Tax Guide, Section 6, Sick Pay Reporting*** and/or ***IRS Revenue Ruling 2004-55*** for more information on calculating the taxable percent.]

Note: We will assume the benefit is 100% taxable if this information is not provided.

What percent of the Individual Disability benefit is taxable? _____%

[See IRS Publication ***15-A Employer's Supplemental Tax Guide, Section 6, Sick Pay Reporting*** and/or ***IRS Revenue Ruling 2004-55*** for more information on calculating the taxable percent.]

Note: We will assume the benefit is 100% taxable if this information is not provided.

Year to Date Earnings (from January 1 to the present for FICA Deductions) $_____

F. Information About Other Disability Income

Is employee eligible for:	Yes	No	If yes, weekly or monthly amount	Weekly	Monthly	Date benefits begin	Date benefits end
Salary Continuation	☐	☐	$	☐	☐		
Short Term Disability	☐	☐	$	☐	☐		
State Disability	☐	☐	$	☐	☐		
Other Disability Benefits	☐	☐	$	☐	☐		
Social Security Disability Insurance	☐	☐	$	☐	☐		
Public Employee Retirement System	☐	☐	$	☐	☐		
State Teachers Retirement System	☐	☐	$	☐	☐		
Workers' Compensation	☐	☐	$	☐	☐		

DISABILITY CLAIM FORM
The Benefits Center
P.O. Box 100158, Columbia, SC 29202-3158
Pacific Time Zone Toll-free: 1-877-851-7637 Fax: 1-877-851-7624
All Other Time Zones Toll-free: 1-800-858-6843 Fax: 1-800-447-2498
Call toll-free Monday through Friday, 8 a.m. to 8 p.m. (Eastern Time).

EMPLOYER STATEMENT (Continued)

Employee's Name (Last Name, Suffix, First Name, MI) | Date of Birth (mm/dd/yy)

Is the claim the result of a work related injury or illness? ☐ Yes ☐ No | If yes, has a Workers' Compensation claim been filed? ☐ Yes ☐ No

If yes, name of Workers' Compensation carrier | Telephone Number

Address of Carrier | Fax Number

City | State | Zip

If a Workers' Compensation claim has been denied, please submit a copy of denial with this claim.

G. Information About Your Pension Plan: This information is necessary to ensure the benefit is calculated accurately. (Do not complete for a maternity claim.)

Do you have a pension plan? ☐ Yes ☐ No

If yes, what type? ☐ Defined benefit ☐ Defined contribution ☐ 401(k)/403(b) ☐ Profit Sharing ☐ Other: (specify)

Is the employee eligible for your pension plan? ☐ Yes ☐ No | What percentage does the employee contribute?

If eligible, does the employee participate? ☐ Yes ☐ No | _____ %

If yes, when is the employee eligible to withdraw from the plan?

H. Information About Your Rehire or Return-to-Work Program

If the employee is released to return to work in restricted duty, are you willing to discuss accommodations? ☐ Yes ☐ No

If yes, whom should we contact to discuss a return-to-work plan?

Name

Title | Telephone Number

FRAUD NOTICE: Any person who knowingly files a statement of claim containing false or misleading information is subject to criminal and civil penalties. This includes the Employer portion of the claim form.

I. Signature of Benefit Administrator (Please Print)

The above statements are true and complete to the best of my knowledge and belief.

Name of Person Completing Form

Title of Person Completing Form

Telephone Number | Fax Number | Employer Tax ID Number

E-mail Address

Signature
X | **Date**

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ATTENDING PHYSICIAN STATEMENT (PLEASE PRINT)

PART I: TO BE COMPLETED BY PATIENT

Name of Patient (Last Name, Suffix, First Name, MI) | Social Security Number

Date of Birth (mm/dd/yy) | Home Telephone Number | Employer Telephone Number

Employer Name

PART II: TO BE COMPLETED BY PHYSICIAN OR TREATING PROVIDER

Instructions: Please complete, sign and date this form. The purpose of this form is to assist us in making a disability determination. Please complete all questions on this form and provide copies of supporting reports, such as office notes, medical records, medication logs, consultations and/or testing. Be sure to sign and date this form in Section F.

A. Patient Information

Height: | Weight: | Date of first visit regarding current condition(s) (mm/dd/yy):

Did you advise the patient to stop working? ☐ Yes ☐ No | If yes, what was the first date the patient was unable to work (mm/dd/yy)?

Has the patient been treated for the same/similar condition in the past? ☐ Yes ☐ No ☐ Unknown

If yes, please provide treatment dates: From (mm/dd/yy) Through (mm/dd/yy)

Is the patient's condition due to injury or illness involving the patient's employment? ☐ Yes ☐ No ☐ Unknown

B. Diagnosis

What is the primary diagnosis preventing the patient from working?

Please include primary ICD-9 or DSM-IV Multi-Axial diagnoses codes | ICD-9:

DSM-IV: I | II | III | IV | V

What are the other conditions that prevent the patient from working? ☐ NA

Secondary Diagnosis: | ICD-9:

Secondary Diagnosis: | ICD-9:

Are there any cognitive deficits or psychiatric conditions that impact function? ☐ Yes ☐ No
If yes, please provide restrictions and limitations:

Date of last examination (mm/dd/yy): | Date of next examination (mm/dd/yy):

What symptoms is your patient reporting about his/her condition?

What diagnostic or clinical findings support your diagnosis?

C. Treatment

Describe the patient's current treatment program:

Medications (please include the medication log)

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ATTENDING PHYSICIAN STATEMENT (Continued)

Patient's Name | Date of Brith (mm/dd/yy)

Has the patient been hospitalized? ☐ Yes ☐ No If yes, date hospitalized (mm/dd/yy): | Date discharged (mm/dd/yy):

Was surgery performed? ☐ Yes ☐ No | If yes, name of surgical procedure: | CPT-4 code: | Date surgery performed (mm/dd/yy):

Is the patient still under your care? ☐ Yes ☐ No | If no, final date of treatment (mm/dd/yy):

D. Other Treating Providers or Hospitals

Please provide complete name, contact information and specialty of any other treating physicians or hospitals.

Name	Specialty	Address	Telephone Number

E. Functional Capacity: This is your estimate of the patient's functional capacity based on your knowledge of the patient. This information is important to assess the patient's eligibility for disability benefits.

Patient's ability to: *(Please check all that apply)*

	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%	Unknown
Sit	☐	☐	☐	☐	☐
Stand	☐	☐	☐	☐	☐
Walk	☐	☐	☐	☐	☐

Patient's ability to perform: *(Please check all that apply)*

	Never 0%		Occasionally 1-33%		Frequently 34-66%		Continuously 67-100%		Unknown	
	R	L	R	L	R	L	R	L	R	L
Fine Finger movements	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Hand/eye coordinated movements	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Pushing/Pulling	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Dominant Hand ☐ Right ☐ Left

Patient's ability to: *(Please check all that apply)*

	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%	Unknown
Climb	☐	☐	☐	☐	☐
Twist/bend/stoop	☐	☐	☐	☐	☐
Reach above shoulder level	☐	☐	☐	☐	☐
Operate heavy machinery	☐	☐	☐	☐	☐

Patient's ability to lift/carry: *(Please check all that apply)*

	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%	Unknown
Up to 10 lbs.	☐	☐	☐	☐	☐
11 to 20 lbs.	☐	☐	☐	☐	☐
21 to 50 lbs.	☐	☐	☐	☐	☐
51 to 100 lbs.	☐	☐	☐	☐	☐

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ATTENDING PHYSICIAN STATEMENT (Continued)

Patient's Name | Date of Birth (mm/dd/yy)

Please indicate restrictions (activities the patient should not do) and limitations (activities the patient cannot do) in the space provided below.

RESTRICTIONS:

LIMITATIONS:

When do you expect improvement in the patient's functional capacity?

FRAUD NOTICE: Any person who knowingly files a statement of claim containing false or misleading information is subject to criminal and civil penalties. This includes Attending Physician portions of the claim form.

F. Signature of Attending Physician

The above statements are true and complete to the best of my knowledge and belief.

Physician Name (Last Name, First Name, MI, Suffix) Please Print

Medical Specialty	Degree

Address

City	State	Zip

Telephone Number	Fax Number	Physician's Tax ID Number:

Are you related to this patient? ☐ Yes ☐ No
If yes, what is the relationship?

Signature of Physician	**Date**
X	

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EMPLOYEE/INDIVIDUAL AUTHORIZATION – FOR EMPLOYEE TO COMPLETE

Please sign and return this authorization to The Benefits Center at the address above. You are entitled to receive a copy of this authorization. This authorization is designed to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule.

Authorization

I authorize health care professionals, hospitals, clinics, laboratories, pharmacies and all other medical or medically related providers, facilities or services, rehabilitation professionals, vocational evaluators, health plans, insurance companies, third party administrators, insurance producers, insurance service providers, credit bureaus, the MIB Group, Inc., GENEX Services, Inc., The Association of Life Insurance Companies (which operates the Health Claims Index and the Disability Income Record System), professional licensing bodies, employers, attorneys, financial institutions and/or banks, and governmental entities;

To disclose information, whether from before, during or after the date of this authorization, about my health, including HIV, AIDS or other disorders of the immune system, use of drugs or alcohol, mental or physical history, condition, advice or treatment (except this authorization does not authorize release of psychotherapy notes), prescription drug history, earnings, financial or credit history, professional licenses, employment history, insurance claims and benefits, and all other claims and benefits, including Social Security claims and benefits;

To the following persons: Unum Group and its subsidiaries, Unum Life Insurance Company of America, Provident Life and Accident Insurance Company, The Paul Revere Life Insurance Company, and persons who evaluate claims for any of those companies ("Unum"), employee benefit plans sponsored by my employer and any person providing services to, or insurance benefits on behalf of, such plans, and to anyone who provides services, including the evaluation of claims, related to benefits offered by Unum, my employer, or the Social Security Administration ("Authorized Recipients");

For the purposes of evaluating and administering claims, including assistance with return to work. Unum also may rely on this authorization for one year, or as otherwise permitted by law, to disclose information about me to the Authorized Recipients so they may conduct health care operations, claims payment, administrative, and audit functions related to my benefit plans.

Information authorized for use or disclosure may include information which may indicate the presence of a communicable or non-communicable disease.

If I do not sign this authorization or if I alter or revoke it, Unum may not be able to evaluate my claim(s), which may lead to my claim(s) being denied. I may revoke this authorization at any time by sending written notice to the address above. I understand that revocation will not apply to any information that is requested prior to Unum receiving notice of revocation.

The privacy protections established by HIPAA may not apply to information disclosed under this authorization, but other privacy laws do apply. Information disclosed under this authorization may be redisclosed only as permitted or required by law, including state fraud reporting laws. For evaluation and administration of claims, this authorization is valid for two years or the duration of my claim.

_____ _____
Insured's Signature Date Signed

_____ _____
Printed Name Social Security Number

I signed on behalf of the Insured as _____ (Relationship). If Power of Attorney Designee, Guardian, or Conservator, please attach a copy of the document granting authority.