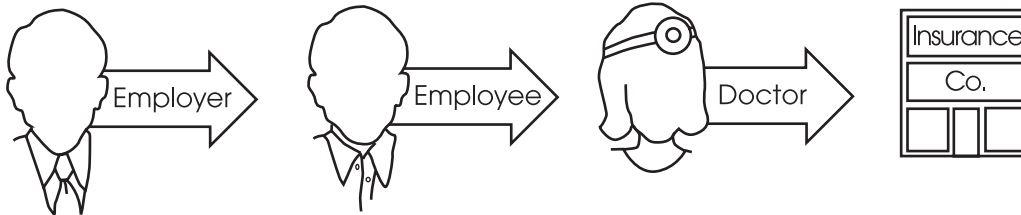


Group Division

Group
Long Term Disability
CLAIM

POLICYHOLDER CERTIFICATION



EMPLOYER — *form completion information*

NOTICE OF CLAIM — Instructions

At approximately 30 days before end of elimination period:

A. **Complete** the **Employer's Report of Claim Form**.

- INCLUDE**
- Job description (detailed duties)
 - Copy of enrollment card (if employee contributes to premium)
 - Copy of approved medical evidence of insurability if required at time of enrollment
 - Documentation of earnings if other than straight salary
 - If Workers' Compensation claim filed, include copy of First Report of Accident and the decision

B. Provide claimant with the accompanying Claim Application Forms: **Application for Group LTD – Instructions**
Employee's Authorization for Release of Information
Employee's Disability Benefits Application
Attending Physician's Statement**

- REQUEST**
- Birth certificate (short duration claim and under age 50 not necessary at this time)
 - Copy of awards from other source of benefits: Social Security, Workers' Comp., retirement, state disability, others

C. **All portions of this form package must be completed to avoid undue delay in processing claimant's request for benefits.**

****If claimant has more than one treating physician, provide claimant with additional Attending Physician's Statement forms**

Any person who knowingly and with intent to injure, defraud, or deceive any insurer, files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

EMPLOYER'S REPORT OF CLAIM

TO BE COMPLETED BY EMPLOYER

CLAIMANT	1. Employee's Name		2. Social Security No.	3. Date of Birth
	4. Address		City	State Zip Code
EMPLOYMENT	5. Insurance Class	6. Employee Date of Hire		7. Date employee became Insured for LTD
	8. Date employee was actually last present at work		9. Occupation at time last worked (attach job description)	
	10. Work schedule at time last worked No. of days per week _____ No. of hours per day _____		11. Reason for stopping: <input type="checkbox"/> Sickness <input type="checkbox"/> Granted LOA <input type="checkbox"/> Laid Off <input type="checkbox"/> Retired <input type="checkbox"/> Dismissed <input type="checkbox"/> Other <input type="checkbox"/> Resigned <input type="checkbox"/> Vacation	
INCOME	12. Has employee returned to work? <input type="checkbox"/> Yes <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> No Date _____ Date _____		13. How is employee paid? <input type="checkbox"/> Straight Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Salary & Commissions <input type="checkbox"/> Salary & Bonus <input type="checkbox"/> Commissions Only	
	14. Employee's Basic Monthly Earnings \$ _____ LTD Benefit _____ (If salary is based on less than 12 mos. - No. of mos. _____)		15. Employee's % of LTD premium contribution: Employee pays _____ Employer pays _____	
OTHER BENEFITS	16. Has insured received other disability payments since time last worked? Salary Continuance: Insured Short Term: Other Type: _____ <input type="checkbox"/> Yes Wkly Amt. _____ <input type="checkbox"/> Yes Wkly Amt. _____ <input type="checkbox"/> Yes Wkly Amt. _____ Date benefits cease _____ Date benefits cease _____ Date benefits cease _____ <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No			
	17. Did claim result from job activity? <input type="checkbox"/> Yes (Explain) _____ <input type="checkbox"/> No	18. Has Workers' compensation claim been filed? <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> Denied (Enc. copy)	19. Workers' compensation Wkly Amt. \$ _____ (Inc. copy of 1st report of accident)	
RETIREMENT	20. Is employee covered by employer sponsored retirement plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		21. Does retirement plan contain a disability provision? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	22. Is employee or will this employee be eligible for a disability or retirement pension? <input type="checkbox"/> Yes If "Yes" type: _____ <input type="checkbox"/> No		Monthly Amount \$ _____ <input type="checkbox"/> Disability <input type="checkbox"/> Retirement <input type="checkbox"/> Other _____ Commence Date of Benefits: _____ (enclose copy of summary plan description)	
NOTE: If any portion of this pension benefit is attributable to the employee's contribution, please provide details including the percentage of his/her contribution to the total contribution.				
CERTIFICATION	23. Employer's Name (state association and name of policyholder, if other)		24. Telephone No.	25. Group Policy No.
	26. Address			
	27. Employer (Taxpayer) I.D. Number (EIN) _____ - _____ OR		29. Name of person completing this form (please type or print)	
	28. Public Employer Social Security No. 69 _____ - _____		30. Signature of Authorized Insurance Representative _____ Title _____ Date _____	

Send this form (with other enclosures) to address on reverse side. Give remaining portions of form to claimant for completion.

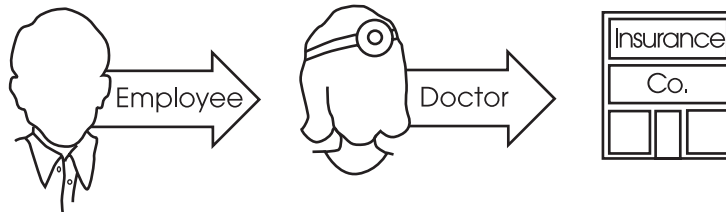


SECURITY MUTUAL LIFE
INSURANCE COMPANY OF NEW YORK
SECURITY MUTUAL BUILDING • 100 COURT ST.
P.O. BOX 1625 • BINGHAMTON, NY 13902-1625
607.723.3551 • www.smlny.com

Group Division

Group Long Term Disability **CLAIM**

APPLICATION



EMPLOYEE — *form completion information*

Application for Group LTD - Instructions

- A. **Complete** and **Sign** the **Employee's Authorization for Release of Information**. This will allow our insurance carrier or their representative to secure additional information (if necessary) to make a decision on your request for benefit payments.
- B. **Complete Employee's Disability Benefits Application in FULL.**
ATTACH
 - a copy of your birth certificate
 - a copy of Social Security and other income entitlement awards (or forward when received)
- C. **Give** the **Attending Physician's Statement**, **Employee's Authorization for Release of Information** and **Employee's Disability Benefits Application** to the physician treating you (if you have more than one physician, obtain additional **Attending Physician's Statements** from your employer). Instruct your attending physician to send all three forms to:
Group Claims
Security Mutual Life Insurance Company of New York
P.O. Box 1625
Binghamton, NY 13902-1625
- D. When the completed **Attending Physician's Statement**, **Employee's Authorization for Release of Information** and **Employee's Disability Benefits Application** are received by Security Mutual Life Insurance Company of New York, they will advise you on your eligibility for benefits or of any additional information that may be needed.

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Group Division

Group LTD CLAIM

EMPLOYEE'S Authorization for Release of Information

Authorization - to be completed by employee

Policy No. _____

To Whom It May Concern:

I, _____
(Claimant's Name) hereby authorize any hospital, physician, medical practitioner, clinic, other medical or medically related facility, pharmacy, insurance company or Government Agency to disclose or furnish to SECURITY MUTUAL LIFE INSURANCE COMPANY OF NEW YORK, its subsidiaries or representatives, any and all information with respect to any illness including mental illness, drug/alcohol abuse, injury, medical history, consultations, prescriptions, treatments or benefits, and copies of all applicable records that may be requested. I also authorize my employer to disclose all information needed to process my claim.

The information provided to SECURITY MUTUAL LIFE INSURANCE COMPANY OF NEW YORK, its subsidiaries or representatives is to be used solely for the administration of claim(s) as captioned above. A photostatic copy of this authorization is to be considered as valid as the original and is effective for the duration of the claim.

Any person who knowingly and with intent to injure, defraud, or deceive any insurer, files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

 Date

 Patient's (Claimant's) Signature

 Relationship of Authorized Person, if other

 Authorized Person's Signature

NOTE: A true copy of this authorization is available to the patient or his authorized representative at any time, upon request.

