

Documents can be returned electronically at www.guardianlife.com/forms. Select the "Benefits through work" option and click the "Secure

Channel" link to send your private information.

Or, you may complete the form and submit by fax to (610) 807-8270 or email to group_std_claims@glic.com
You may also send to: Group STD Claims, P.O. Box 14331, Lexington, KY 40512

Customer Service toll-free: 1-800-268-2525

| EMPLOYEE SECTION | ON - PLEASE | PRINT AND COMPL | LETE <u>IN FULL</u> 1 | O PR | REVENT DELAY IN F | PROCESSING | | | | |
|--|---|---|--|--|--|---|---|--|--|--|
| 1. EMPLOYEE NAME | | | | : | 2. PLAN NUMBER | 3. EMPLOYER NA | ME | | | |
| | | | | | | | | | | |
| 4. EMPLOYEE HOME MAILING ADDRESS | | | | | STATE | 5. EMPLOYEE TELEPHONE NUMBER | | | | |
| 6. EMPLOYEE EMAIL ADDRE | SS | | | | | | 7. MEMBER ID | | | |
| 8. DATE OF BIRTH | 9. SOCIAL SEC | URITY NUMBER | 10. ☐ MALE | 11. | ☐ SINGLE ☐ MARI | RIED WIDOWEI | 12. NUMBER OF | | | |
| 1 1 | D FEMAL | | | | ☐ LEGALLY SEPARATE | DEPENDENTS D UNDER AGE 18 | | | | |
| 13. IS DISABILITY DUE TO YO | | - | | 14. IS DISABILITY DUE TO AN ACCIDENT? ☐ YES ☐ NO | | | | | | |
| IF "YES", HAVE YOU FILE | D A WORKERS' C | OMPENSATION CLAIM? | YES NO | IF "YES", DO YOU INTEND TO FILE SUIT? ☐ YES ☐ NO IS DISABILITY DUE TO SERVICE IN THE MILITARY? ☐ YES ☐ NO | | | | | | |
| 15. IF YOU ANSWERED "YES" | 3) AND/OR (14), PLEASE F | PROVIDE THE FOLL | G 16. DATE SYMPTOMS FIRST APPEARED 17. RETURN TO WORK DATE ☐ ACTUAL / / ☐ POSSIBLE | | | | | | | |
| DATE OF ACCIDENT / / TIME PLACE ACCIDENT DETAILS | | | | | | | , | | | |
| ASSOCIATION/INDIVIDUAL D | 18. ARE YOU ELIGIBLE TO RECEIVE ANY OTHER INCOME (SOCIAL SECURITY, WORKERS' COMPENSATION, STATE DISABILITY, PAIF FAMILY LEAVE, UNEMPLOYMENT, PENSION, NO-FAULT, ASSOCIATION/INDIVIDUAL DISABILITY PLANS AND SALARY CONTINUATION AND/OR SICK LEAVE BENEFITS, PTO, ETC.)? | | | | | | | | | |
| LETTER <u>OR</u> SUPPLY TYPE O | F BENEFITS, AMC | OUNT, FREQUENCY, TELE | PHONE NUMBER, A | ND IDE | INTIFICATION NUMBER O | F SOURCE (ATTACH | I A SEPARATE PAPER IF NEEDED) | | | |
| 19. IF YOUR REQUEST FOR S | SHORT TERM DIS | ABILITY IS APPROVED AN | ID YOUR BENEFIT IS | S TAXA | BLE, PLEASE GIVE AMOU | INT YOU WANT US TO | O WITHHOLD PER | | | |
| | * | | | | | | LESS THAN \$10). \$OR% YOUR DISABILITY BENEFIT IS DETERMINED | | | |
| TO MEET THESE REQUIR | REMENTS, A MAN | DATORY FEDERAL INCOI DING APPLIES TO YOUR | ME TAX WITHHOLD | ING (22 | (%) IS REQUIRED. IF YOU | R CLAIM IS PAYABL | E, GUARDIAN WILL ADVISE YOU AT TIME OF | | | |
| 20. Any person who knowingly | and with intent to o | lefraud any insurance compaing any fact material thereto. | any or other person fi , commits a fraudulen | iles an a | application for insurance or s nce act, which is a crime. <u>In</u> | statement of claim cont New York, the person | aining any materially false information or conceals shall also be subject to a civil penalty not to exceed | | | |
| "Please Note: Your Social Secu | ırity number is requ | | | Security | number will not be used or | disclosed to anyone for | or any other purpose and will not be retained in any | | | |
| record other than that pertaining | • | ASE NOTE: THE A | TTACHED HIPA | AA AL | JTHORIZATION MU | ST BE COMPLE | TED | | | |
| SIGNATURE OF EMPLOYEE | | | | | | | DATE | | | |
| PHYSICIAN SECTION - PLEASE COMPLETE IN FULL AND RETURN TO PREVENT DELAY IN PROCESSING | | | | | | | | | | |
| 1. DIAGNOSIS(ES) | | | | | 2 ICD-1 | 0 CODE(S) | | | | |
| | | | | | 2.105 | | | | | |
| 3. IS PATIENT'S DISABILITY | | PLOYMENT YES 1 | | т 🗆 ` | YES NO C) PREGN | IANCY YES | NO D) MILITARY SERVICE YES NO | | | |
| 4. IF DISABILITY IS DUE TO F | • | | | | ESTIMATED / | / (IF UNDELI | VERED) | | | |
| PLEASE INDICATE TYPE C | · · | VAGINAL C-SECT | | | T | | | | | |
| 5. DATE SYMPTOMS FIRST A | APPEARED | 6. DATE OF FIRST VISIT | FOR THIS CONDIT | ION | 7. A) DATES OF TREATMENT FOR THIS CONDITION 8. HEIGHT | | | | | |
| 9. DATE PATIENT WAS TOTA | LLY DISABLED (LI | | | | 7. B) DATE OF PATIENT'S NEXT APPOINTMENT | | | | | |
| FROM / / | , | , | | | / / | | | | | |
| 10. IF PATIENT STILL DISABLED. GIVE DATE FOR | | | | | 11. DATES PATIENT WAS HOSPITALIZED (IF APPLICABLE) | | | | | |
| ANTICIPATED RELEASE TO RETURN TO WORK / / | | | | | FROM / / THROUGH / / | | | | | |
| 12. SURGICAL DATE(S): CPT(S)/PROCEDURE(S) | | | | | | | | | | |
| , , , , , | THE DATIENTS | DETUDNITO MODIZ ON A L | IMITED DAGIGO | | 14. A) WAS PATIENT RE | FERRED TO YOU BY | ANOTHER PHYSICIAN? ☐ YES ☐ NO | | | |
| 13. A) WOULD YOU SUPPORT THE PATIENTS RETURN TO WORK ON A LIMITED BASIS? YES NO IF "YES", PLEASE PROVIDE RESTRICTIONS AND LIMITATIONS THAT WOULD BE IN PLACE | | | LACE | IF "YES", PLEASE GIVE NAME AND TELEPHONE NUMBER OF PHYSICIAN | | | | | | |
| | | | | | | | R PHYSICIAN? YES NO | | | |
| 13. B) DURATION OF ABOVE RESTRICTIONS: | | | | IF "YES", PLEASE | GIVE NAME AND TEL | EPHONE NUMBER OF PHYSICIAN | | | | |
| 15. DO YOU BELIEVE THE PATIENT IS COMPETENT TO ENDORSE CHECKS AND DIRECT THE PROCEEDS THEREOF? ☐ YES ☐ NO | | | | | | | | | | |
| 16. PRINTED NAME OF PHYSICIAN | | | | | SPECIALTY | | | | | |
| PRINTED ADDRESS OF PHYSICIAN | | | | | | TELEPHONE | NUMBER () | | | |
| FAX NUMBER () | | | | | TAX ID # | | | | | |
| SIGNATURE OF PHYSICIA | AN | | | | | DATE _ | | | | |
| | | | | | | | | | | |

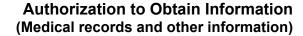


GG-011096 (1/18) You may submit claims online and check status at $\underline{www.guardiananytime.com}$



| EMPLOYER SECTION - PLEASE PRINT AND COMPLETE IN FULL (QUESTIONS 1-25) TO PREVENT DELAY IN PROCESSING | | | | | | | | | | | | |
|---|----------------|----------------------------|---|---------------------|--|---|----------------------|---|----------------------------------|----------------------------|--------------------|----------------------|
| 1. EMPLOYER NAME | | | | | | 2. PLAN NUME | | | ER | | | |
| 2 EMPLOYER AT | DLOVED ADDRESS | | | | | CITY | | | STATE ZIP | | | |
| 3. EMPLOYER ADDRESS | | | | | | | CITT | | | SIAIL | ZIF | |
| 3. IF BRANCH OR AFFILIATE, PLEASE PROVIDE NAME OF PARENT EMPLOYER SOCIAL SECURITY OR TAX ID 4. DATE EMPLOYEE TERMINATED/RESIGNED / / | | | | | | | | | NED | | | |
| 5. EMPLOYEE NAME | | | | | 7. EMPLOYEE SOCIAL SECURITY NUMBER | | | | 8. EMPLOYEE DATE OF BIRTH / / | | | |
| 9. EMPLOYEE JOB TITLE | | | | 10. DATE (| E OF EMPLOYMENT 11. DATE EMPLO | | | EE EFFECTIVE FOR STD 12. EMPLOYEE INSURANCE | | | EE INSURANCE | |
| | | | | 1 | 1 | | | | / CLASS | | | |
| 13. CLAIMAN'TS F | PHONE NUI | MBER | 14. NORMAL WORK SCHEDULE: | (| MO | N TUES WED THURS | | | FRI SAT | SUN HOURS/WEEK HOURS/DAY | | |
| 15. REASON FOR | LEAVING | WORK: | 1 | | 16. ACTUAL LAST DAY WORKED / | | | / 17. HOURS WORKED ON LAST DAY | | | | |
| ☐ DISABILITY | ☐ OTHER | : | | | | | | | | | | |
| 17. CAN THE EMPLOYEE'S JOB BE MODIFIED TO ALLOW FOR RETURN TO WORK? | | | | | 18. DA | 18. DATE EMPLOYEE RETURNED TO WORK | | | | ☐ PART TIME | | |
| ☐ YES ☐ N | NO MA | AYBE, DEPENDING ON | RESTRICTIONS | | | | | | 1 1 | ☐ FULL TIME | | |
| 19. SALARY – PLI | EASE PRO | /IDE: | | | | ☐ HOURLY ☐ WEEKLY ☐ BI-WEEKL ☐ SEMI-MONTHLY ☐ MONTHLY ☐ YEARLY | | | | | | |
| EMPLOYEE'S | BASE SAL | ARY (<u>DO NOT</u> INCLUD | E BONUS , OVERTIME | OR COMMISS | SIONS) | \$ (PLEA | SE CHECK | FREQUENCY | | - WONT | | IXE I |
| EMPLOYEE'S | TOTAL BO | NUS AND COMMISSIO | ONS OVER LAST 24 MC | ONTHS (IF APPL | ICABLE) | \$ | | FROM | / / TO | 1 1 | | |
| EFFECTIVE D | ATE OF EM | IPLOYEE'S LAST SAL | ARY CHANGE: | | | | | | | | | |
| | | | <u>PRIOR YEAR W-2</u> , PL R YEAR) <u>OR</u> PROVIDE | | | | | FROM | / / TO | / / | | |
| 20. DOES THE EMPLOYEE CONTRIBUTE TO THE COST OF THEIR SHORT TERM DISABILITY INSURANCE PREMIUM? YES NO NO OR TO RECEIVE A CALL FROM OUR | | | | | | | | | | | | |
| | | | E FOLLOWING ACCUF | RATELY AND F | ULLY | | | | | | | E US TO CONTACT: |
| | | YEE, □ PRE TAX | | | | NAME: | | | | | | |
| PLEASE NOTE: SELF FUNDED DISABILITY PLAN BENEFITS ARE CONSIDERED SUPPLEMENTAL WAGES BY THE IRS (SEE IRS PUBLICATION 15A). IF YOUR DISABILITY PLAN IS SELF FUNDED, GUARDIAN WILL DEDUCT A MANDATORY 22% FEDERAL INCOME | | | | | | | | | | | | |
| TAX WITHHOLDING FROM THE DISABILITY BENEFIT CHECKS THAT ARE ISSUED. 22. A) DID THIS DISABILITY ARISE OUT OF EMPLOYMENT? | | | | | | | | | | | | |
| B) HAS A WORKERS' COMPENSATION CLAIM BEEN FILED? YES NO | | | | | | | | | | | | |
| 23. DOES THIS EMPLOYEE HAVE OTHER GROUP COVERAGE THROUGH GUARDIAN? LTD LIFE FML STATE DISABILITY/PAID LEAVE STATE PLAN# | | | | | | | | | | | | |
| 24. Job Description – Please fully complete the following details about the physical aspects of the claimant's job as performed in an 8 hour work day. Please also attach a description of job duties. if available. | | | | | | | | | | | | |
| | <u></u> | OCCASIONALLY | FREQUENTLY | CONTINUOL | <u>, </u> | allable. | | | OCCASIONALL | / FR | EQUENTLY | CONTINUOUSLY |
| | NEVER | .25 – 2.5 DAILY HRS | 2.5 – 5.5 DAILY HRS | 5.5 – 8 DAIL HRS | | | | NEVER | .25 – 2.5 DAILY HRS | | – 5.5 DAILY HRS | 5.5 – 8 DAILY HRS |
| SIT | | | | | | W | ALK | | | | | |
| STAND | | | | | | DF | RIVE | | | | | |
| LIFT/CARRY INDICATE AMOUNT/FREQUENCY BELOW | | | | | REACH ABOVE | | | | | | | |
| 0-10 LBS | | | | | | BEND | BEND/STOOP | | | | | |
| 10-20 LBS | | | | | | USE HA | USE HANDS FOR INDICA | | INDICATE A | E ACTIVITY/FREQUENCY BELOW | | |
| 20-50 LBS | | | | | | PUSHING | 6/PULLING | | | | | |
| 50-100 LBS | | | | | | FINE MAN | IPULATION | | | | | |
| OVER 100 LBS | | | | | | STRESS L | EVEL | Low | MODERATE | ☐ HIGH | l VER | 'HIGH |
| 25. I CERTIFY THAT I HAVE REVIEWED THE ABOVE INFORMATION AND THAT THE EMPLOYEE NAMED ABOVE HAS BEEN A FULL-TIME ACTIVE EMPLOYEE FOR WHOM PREMIUMS HAVE BEEN PAID. | | | | | | | | | | | | |
| AUTHORIZED EMPLOYER SIGNATURE DATE DATE PRINTED NAME OF AUTHORIZED PERSON TITLE | | | | | | | | | | | | |
| TELEPHONE NUMBER () - EXT FAX NUMBER () - EMAIL ADDRESS | | | | | | | | | | | | |







Send to: Group STD Claims, P.O. Box 14331, Lexington, KY 40512 Customer Service: (800) 268-2525 FAX: (610) 807-8270

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- I, the undersigned, AUTHORIZE any physician, medical or mental health professional, medical practitioner, hospital, clinic, healthcare or other medical or medically related facility, healthcare provider, pharmacy, pharmacy benefit manager, therapist, benefit plan administrator, business associate, insurer or reinsurer, consumer reporting agency subject to the Fair Credit Reporting Act, insurance support organization, insurance agent, employer, financial institution, Governmental Agency including The Social Security Administration, The Veteran's Administration or any other organization or person having any knowledge of The Insured or The Insured's health to give The Guardian Life Insurance Company of America ("Guardian") or its employees and agents, or its authorized representatives, or third parties, any information in its possession about The Insured. This information includes, but is not limited to, medical information as to cause, treatment, diagnoses, prognoses, consultations, examinations, tests or prescriptions with respect to The Insured's physical or mental condition or treatment of The Insured. This may include (but is not limited to) HIV infection, any disorder of the immune system, including acquired immune deficiency syndrome (AIDS), mental illness or use of alcohol or drugs. This information also includes non-medical information concerning The Insured, The Insured's occupation, employment history, driving history, earnings or finances or information otherwise needed to determine policy claim benefits that may be due The Insured.
- I, the undersigned, UNDERSTAND that this authorization is part of the policy's Proof of Loss requirement and if I revoke or fail to sign this authorization or alter its content in any way, it may affect the handling of The Insured's claim, including the denial of benefits under The Insured's policy. Any information obtained will not be released by Guardian to any person or organization except to: affiliates (including but not limited to Berkshire Life Insurance Company of America); reinsuring companies; other persons (including but not limited to The Insured's attending medical provider), or insurance support organizations performing business or legal services in connection with The Insured's claim or application for insurance, or as may be otherwise lawfully required, or as I may further authorize. Information disclosed pursuant to this authorization is no longer covered by federal privacy rules and may be redisclosed pursuant to this authorization or as otherwise permitted or required by law. In the event that my coverage with Guardian requires me to pursue benefits available from the Social Security Administration, I further authorize Guardian to disclose information contained in my claim file with third parties specializing in social security disability claims.
- I, the undersigned, UNDERSTAND that I have the right to revoke this authorization in writing at any time by sending a written request for revocation to Guardian at P.O. Box 14331, Lexington, KY 40512. I understand that a revocation is not effective to the extent that Guardian has already relied on this authorization, or to the extent that the company has a legal right to contest a claim under an insurance policy or to contest the policy itself.
- I, the undersigned, UNDERSTAND some states require that I be informed that: "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, may be committing a fraudulent insurance act, which is a crime and subject to criminal prosecution, substantial civil penalty and the stated value of the claim for each violation."
- **I, the undersigned, AGREE** the information obtained with this authorization may be used by Guardian to determine eligibility for benefits under The Insured's policy. A photocopy of this form is as valid as the original, and I may request one. This form is valid up to 24 months (12 months in Kansas) from the date shown below.
- I, the undersigned, AUTHORIZE the Social Security Administration to release information or records about (The Insured) to Guardian or its authorized representative or third parties. This information is to be released in order to properly adjudicate The Insured's claim or continue The Insured's eligibility for benefits. Please release detailed earnings for up to the last ten years and/or summary record of total earnings and/or information from master benefit records regarding award, denial or continuing benefits. I declare that all answers, statements and information made or given by me, or at my direction, in connection with this claim are and have been complete and true.

| complete and true. | | | | | | |
|------------------------------------|--------------------|------------------|-------------------|------|--|--|
| Signature of Insured (or authorize | ed representative) | Relationship | Date | Date | | |
| Name of Insured | | | | | | |
| Address | | | | | | |
| Claim # | Policy # | | Date of Birth / / | | | |



GG-013843 (7/16)



Fraud Warning Statements

The laws of several states require the following statements to appear on the claim form:

Alabama: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution, fines, or confinement in prison, or any combination thereof.

Alaska: A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

Arkansas, West Virginia: Any person who knowingly 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.

Arizona: For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

California: For your protection California law requires the following to appear on this 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.

Colorado: 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.

Connecticut, Iowa, Nebraska and Oregon: Any person who knowingly, and with intent to defraud any insurance company or other person, files an application of insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto, may be guilty of a fraudulent insurance act, which may be a crime, and may also be subject to civil penalties.

Delaware, Indiana and Oklahoma: WARNING: Any person who knowingly, and with the intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is quilty of a felony.

District of Columbia: 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.

Florida: 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.

Idaho: Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony.

Kansas: Any person who knowingly, and with intent to defraud any insurance company or other person, files an application of insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto, may be guilty of insurance fraud as determined by a court of law.

Kentucky: 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.

Louisiana and Texas: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit is guilty of a crime and may be subject to fines and confinements in state prison.



New Mexico: Any person who knowingly presents a false or fraudulent claim for payment or a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties or denial of insurance benefits.

Maine, Tennessee and Washington: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefit.

Maryland: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Minnesota: A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

New Hampshire: 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 N.H. Rev. Stat. Ann. § 638:20.

New Jersey: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

New York: 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 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.

Ohio: Any person who with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application, or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Pennsylvania: 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.

Rhode Island: Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Vermont: It is a crime for any person knowingly to provide material false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company, for any person knowingly to provide material false, incomplete, or misleading information concerning the sale of insurance or the status of an insurer, or for any person to misappropriate the funds of an insured or an applicant for insurance. Penalties include imprisonment, fines, and denial of insurance benefits.

Virginia: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.