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GROUP LIFE AND/OR ACCIDENTAL DEATH CLAIM FORM

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

Toll-free: 1-800-445-0402 Fax: 1-800-447-2498 Call toll-free Monday through Friday, 8 a.m. to 8 p.m. (Eastern Time). www.unum.com

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

Instructions for the Employer

In the event of the death of an insured employee or dependent, please follow these steps as soon as you receive notice of death:

1.	Co	Complete the Employer's Statement and collect the following:			
		A copy of the certified death certificate, if available (a photocopy or fax is acceptable)			
		A copy of the original enrollment, current enrollment & any changes to coverage, if applicable (electronic verification is acceptable)			
		A copy of the most recent beneficiary designation form (electronic verification is acceptable)			
		le may request payroll information if needed to confirm eligibility and/or calculate the benefit per the Annual Earnings defined by the policy.			
	*If	filing a dependent claim, please be sure to complete the employee section.			
2.	Pr	ovide the beneficiary with the following:			
		Retained Asset Account page			
		Substitute W-9 Form			
		Authorization - Life or Accidental Death Claim			
3.	lf y	you are submitting an accidental death claim, please advise the beneficiary to submit the following if available:			
		Accidental Death Statement			
		Copy of the police report			
		Copy of the autopsy report			
		Copy of the toxicology report			
		there is no autopsy or toxicology report done, please send verification from the coroner, medical examiner or admitting spital			
4.	av	ease submit the requested information to the address listed above via mail or fax. If all of the information is not railable, you may initiate the claim by submitting the Employer statement. The remaining documents can be submitted eparately by the beneficiary when available.			

If you have questions about the claim process or need help to complete this form, please call the above toll-free number. Our Contact Center professionals are available from 8 a.m. to 8 p.m. Eastern Time Monday through Friday.

Unum Retained Asset Account can be found on page 9.

Information About Payment - Advise the beneficiary that if the claim is approved the benefit will be paid by check if it is less than \$10,000. The benefit will be paid through a Unum Retained Asset Account if it is \$10,000 or more and the group policy calls for this method of payment. If the group policy does not call for this method of payment, the benefit will be paid by check. The beneficiary may request the benefit be paid by check regardless of the amount of the benefit by contacting The Benefits Center at the telephone number listed on this form. More information about the



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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 Alabama Residents

For your protection, Alabama law requires the following to appear on this claim form:

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.

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.



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Instructions (continued) / Claim Fraud Statements

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.

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

A. Information About the Type of Claim – Pl	ease check all benefits you are claiming a	nd provide the	policy and division num	bers.
□ Employer Paid Life □ Employer Paid Accidental Death □ Employee Paid Life	□ Employee Paid Accidental Death□ Dependent Life□ Dependent Accidental Death			
Policy Number(s)	Division Number(s)			
B. Information About the Employer				
Employer Name				
Employer Street Address				
City		State	Zip	
Subsidiary/Affiliate/Branch Name		_ Subsidiary Effe	ective Date	
Information About and Signature of Benefit The statements in this document are true and complete to	· · · · · · · · · · · · · · · · · · ·			
Name of Person Completing Form				
Title of Person Completing Form				
Telephone	Fax Number			
Email Address				
FRAUD NOTICE: Any person who knomation is subject to criminal and civil pe		_	•	or-
Signature: X				
Date Signed				
Do you wish to receive copies of all letters? ☐ Yes ☐ N				
C. Information About the Employee – The te	rm "employee" refers to employees, mem	nbers and/or re	etirees.	
Employee Name			_	
Employee Street Address				
City		State	Zip	
Date of Birth (mm/dd/yy) SSN		Date of Death (r	(mm/dd/yy)	
Telephone	Employee Email			



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EMPLOYER STATEM	IENT (Continued)				
Employee Name				Da	te of Birth (mm/dd/yy)
Employment Status: ☐ Fu ☐ Union ☐ Non-Union ☐	ll-time □ Part-time □ Retired □ Exempt □ Non-Exempt	Date o	f Hire:	Scheduled Hours	worked per week:
Occupation			Class (as defined by p	olicy)	
How is/was the employee pa	aid? (check one)	Provide info	rmation about other income:		
☐ Hourly \$ per hour:	□ Salaried \$ per year:		Check all that apply: ☐ Commissions ☐ Bonus ☐ Overtime ☐ Shift Differential ☐ N/A		
What was the date of the las	t pay increase?		_		
Last Date Physically at Work	(mm/dd/yy):		Reason for Stopping Work:		
Was this employee terminate	ed? ☐ Yes ☐ No If yes, term	mination date (n	nm/dd/yy)	Rehire date:	(mm/dd/yy)
Were premiums paid throu	gh employee/dependent's deat	h?□ Yes □	No		
If no, please indicate the d	ate premiums were paid throug	h (mm/dd/yy) _			
When was the last change in	the amount of insurance for this	employee?			
Do you require employees to	re-enroll annually? ☐ Yes ☐	No			
Did you apply age reductions	s to the amount of insurance?	l Yes □ No			
Amount of Insurance		Basic	Original Effective Date of Coverage (mm/dd/yy)	Supplemental	Original Effective Date of Coverage (mm/dd/yy)
Life Insurance	\$			\$	-
Accidental Death	\$			\$	
D. Information About	the Dependent – Please of	complete this	section if the claim is for	the death of the e	mployee's dependent.
Dependent Name					☐ Male ☐ Female
Relationship to Employee I	☐ Spouse ☐ Civil Union Partne	er □ Domestio	c Partner □ Child Depende	ent SSN	
	n/dd/yy)				
	e employment at the time of the				
Amount of Insurance		Basic	Original Effective Date of Coverage (mm/dd/yy)	Supplemental	Original Effective Date of Coverage (mm/dd/yy)
Life Insurance	\$			\$	
Accidental Death	\$			\$	



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EMPLOYER STATEMENT (Continued)					
Employee Name	Date of Birth (mm/dd/yy)				
E. Information About the Employee's Ben	eficiary(ies) - If the claim is for the	ne death of the en	nployee, please complete this		
section. If there are more than three, please of paper and include it with this form.					
Did the employee designate a beneficiary fo	r this coverage? □ Yes □ No I	f no, please expla	in:		
If yes, please provide the most recent benef	iciary designation form (electronic	verification is acc	eptable).		
Have you confirmed the following informatio	n with the beneficiary(ies)? □ Yes	s □ No			
1. Name:					
Street:					
City:			Zip:		
Telephone:	Email address:				
Relationship:	Social Security Number:		Date of Birth:		
2. Name:					
Street:					
City:		State:	Zip:		
Telephone:	Email address:				
Relationship:	Social Security Number:		Date of Birth:		
3. Name:					
Street:					
City:		State:	Zip:		
Telephone:	Email address:				
Relationship:	Social Security Number:		Date of Birth:		
F. Information About Minor Beneficiary – section. If there is more than one, please prosheet of paper and include it with this form.					
Name of Minor Child:					
Adult Representative of Minor Child: Relationship to Child:					
Mailing Address:					
City:		State:	Zip:		
Telephone:	Email Address:				



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ACCIDENTAL DEATH STATEMENT (PLEASE PRINT)

To be completed by: • the beneficiary or next of kin, if the claim is related to the accidental death of the employee

· the employee, if the claim is related to the accidental death of a dependent

If available, please attach copies of any police and/or emergency medical services reports.

A Information About the Emplo				
A. Information About the Emplo	yee			
Employee Name		Da	ate of Birth (mm/dd/yy)	-
Employer Name		Emplo	oyer Telephone Number	
B. Information About the Decea	sed			
Deceased Name				
Deceased Social Security Number		eased Date of Birth (mm/dd/yy)	Date	of Death (mm/dd/yy)
Relationship to the Employee Self	I Spouse Civil Union I	Partner □ Domestic Partner □ 0	 Child	
C. Information About the Accide	ent			
Date of the accident (mm/dd/yy):		Time of the accident:		
Address where the accident occurred?		I		
D. Information About the Respo	nding Authorities			
Names of Public Agencies (Fire Dept., Poli	ce Dept., EMS, etc.)			Telephone Number
Other: Name/Title				Telephone Number
Other: Name/Title				Telephone Number
E. Information About Physicians	s/Hospitals			
Please provide the following information at than two, please share the following inform				
Physician/Hospital Name	Mailing Address	<u> </u>		Telephone Number



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ACCIDENTAL DEATH STATEMENT (Continued)				
Employee Name	Date of Birth (mm/dd/yy)			
F. The Accidental Death policy may provide ar	n education benefit.			
Does the deceased have any unmarried dependent children of the 12th grade? ☐ Yes ☐ No If yes, please provide the follows:	currently at the 12th grade level or who are enrolled full time in an institution of higher learning beyond owing information for each child:			
1. Name:	Date of Birth (mm/dd/yy)			
Mailing Address:				
Social Security Number:	Telephone Number:			
2. Name:	Date of Birth (mm/dd/yy)			
Mailing Address:				
Social Security Number:	Telephone Number:			
3. Name:	Date of Birth (mm/dd/yy)			
Mailing Address:				
	Telephone Number:			
Fraud Warning: For your protection, Ariz	cona law requires the following to appear on this claim form:			
a false or fraudulent claim for payment of	ntent to injure, defraud or deceive an insurance company presents a loss or benefit or knowingly presents false information in an apand may be subject to fines and confinement in prison.			
Fraud Warning: For your protection, Nev	w York law requires the following to appear on this claim form:			
application for insurance or statement of the purpose of misleading, information co	ntent to defraud any insurance company or other person files an claim containing any materially false information, or conceals for encerning any fact material thereto, commits a fraudulent insurance ubject to a civil penalty not to exceed five thousand dollars and the olation.			
G. Signature				
I have read and understand the fraud notices listed above and edge and belief.	d on pages 2 and 3 of this form. The above statements are true and complete to the best of my knowl-			
Print Name	Telephone Number			
Signature X	Date Signed			
Email:				

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Information About Unum Retained Asset Accounts – By placing the funds in a Unum Retained Asset Account the beneficiary will have the time needed to decide how to best manage the insurance proceeds so as not to put his/her investment decisions at risk. Here's how it works:

- · When the claim is approved, a personalized book of bank drafts and an opening account statement will be mailed to the beneficiary.
- · He/She will have unlimited access to the balance in the account.
- · The entire account balance can be accessed by the use of one draft.
- Drafts can be written for a minimum of \$250 up to the full account balance at any time. There is no limit on the number of withdrawals that can be made from the account.
- · No charges will be made to the Unum Retained Asset Account for writing drafts or ordering a new supply of drafts.
- The following charges will be made to the Unum Retained Asset Account for any request for:
 - A copy of a draft or statement (\$5);
 - A stop payment of a draft (\$15);
 - A draft returned as unpaid, requests for additional statements, and requests for additional copies of IRS Form 1099-INT (\$10); and
 - o Draft book rush orders (\$25).
- · A quarterly statement is provided, detailing the account balance, interest rate, accrued interest and account transactions for the statement period.
- Funds in the Unum Retained Asset Account are fully guaranteed by Unum Group. The funds are not protected by the FDIC, but are protected by state Guaranty Associations. To learn more about the protections provided by these associations, the beneficiary may contact the National Organization of Life and Health Insurance Guaranty Associations at nolhga.com or 703-481-5206.
- The beneficiary may leave the money in the Unum Retained Asset Account for as long as he/she wishes. If there is no account activity or any contact with the beneficiary for two years, we will attempt to contact him/her. If we are unable to contact the beneficiary, we could be required to surrender the account balance to the state of his/her last known residence.

Unum will retain the funds and invest them in its general account for as long as they remain in the Unum Retained Asset Account. Unum guarantees the account balance and will pay a competitive interest rate regardless of the investment performance of Unum's general account. Unum may derive income from the total gains received on the investment of the balance of the funds in the retained asset account.

The interest rate is determined by monitoring rates of interest offered on similar types of accounts (i.e. checking, savings and money market accounts). Any changes to the interest rate will be disclosed via a quarterly account statement.

The interest earned on the Unum Retained Asset Account may be taxable. The beneficiary should consult a tax advisor, an investment advisor, or another financial advisor with any questions. For further information, the beneficiary should contact his/her state insurance department.

Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	3					
	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.					
	2 Business name/disregarded entity name, if different from above					
n page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Ch following seven boxes. Individual/sole proprietor or C Corporation S Corporation Partnership	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):				
e. nso	single-member LLC	Exempt payee code (if any)				
ty of	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partner					
Print or type. Specific Instructions on page	Note: Check the appropriate box in the line above for the tax classification of the single-member of LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a sing is disregarded from the owner should check the appropriate box for the tax classification of its own	Exemption from FATCA reporting code (if any)				
ecif	☐ Other (see instructions) ▶	(Applies to accounts maintained outside the U.S.)				
See Sp	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name	and address (optional)			
0)	6 City, state, and ZIP code					
	7 List account number(s) here (optional)					
Pa	• • •					
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to av up withholding. For individuals, this is generally your social security number (SSN). However, f	0.0	curity number			
resid	ent alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other					
TIN, I	es, it is your employer identification number (EIN). If you do not have a number, see <i>How to ge</i> ater.	era or				
	If the account is in more than one name, see the instructions for line 1. Also see What Name	and Employer	identification number			
Number To Give the Requester for guidelines on whose number to enter.			-			
Par	t [] Certification					
	r penalties of perjury, I certify that:					
 The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 						
3. I a	n a U.S. citizen or other U.S. person (defined below); and					
4. Th	FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting	ng is correct.				
you h acqui	ication instructions. You must cross out item 2 above if you have been notified by the IRS that you ave failed to report all interest and dividends on your tax return. For real estate transactions, item 2 sition or abandonment of secured property, cancellation of debt, contributions to an individual retire than interest and dividends, you are not required to sign the certification, but you must provide you	does not apply. For ement arrangement	or mortgage interest paid, t (IRA), and generally, payments			
Sigr	Signature of					

General Instructions

Signature of

U.S. person ▶

Here

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)

Date ▶

- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Form **W-9** (Rev. 10-2018)



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

Authorization – Life or Accidental Death Claim

I authorize the following persons: health care professionals, hospitals, clinics, laboratories, pharmacies, emergency medical service agencies, and all other medical or medically related providers. facilities or services, médical examiner's offices, coroner's offices, health plans, insurance companies, third party administrators, insurance producers, insurance service providers, credit bureaus, professional licensing bodies, law enforcement agencies, consumer reporting agencies, 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 the deceased's 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, death, earnings, financial or credit history, professional licenses, employment history, autopsy reports and findings, laboratory test results and findings, toxicology results, police reports, accident reports, or incident reports of any kind, photographs, blood, urine, or other specimens, insurance claims and benefits, and all other claims and benefits of (print name of deceased) ("Information");

To 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");

So that Unum may evaluate and administer the claim(s). For such evaluation and administration of claims, this authorization is valid for two years, or the duration of the claim, whichever is shorter. I understand that once Information is disclosed to Unum, privacy protections established by HIPAA may not apply to the Information, but other privacy laws continue to apply. Unum may then disclose the Information only as permitted by law, including, state fraud reporting laws, or as authorized by me.

I also authorize Unum to disclose Information to the following persons (for the purpose of reporting claim status or experience, or so that the recipient may carry out health care operations, claims payment, administrative, or audit functions related to any benefit, plan or claim): any employee benefit plan sponsored by my employer; any person providing services or insurance benefits to (or on behalf of) my employer, any such plan or claim, or any benefit offered by Unum. Unum will not condition the payment of insurance benefits on whether I authorize the disclosures described in this paragraph. For the purpose of these disclosures by Unum, this authorization is valid for one year, or for the length of time otherwise permitted by law.

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, except as specified, 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			
Signature of Beneficiary or Personal Representative	Date Signed		
Printed Name	Deceased's Social Security Number		
signed on behalf of the Beneficiary or Personal Representative as(printerelationship). If Guardian, Conservator, or court-appointed guardian of the minor's property/estate for Minor Beneficiary, please attach a copy of the document granting authority.			

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