



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. 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)

*We may request payroll information if needed to confirm eligibility and/or calculate the benefit per the Annual Earnings as defined by the policy.

*If filing a dependent claim, please be sure to complete the employee section.

2. Provide the beneficiary with the following:

- Retained Asset Account page
- Substitute W-9 Form
- Authorization - Life or Accidental Death Claim

3. If 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

*If there is no autopsy or toxicology report done, please send verification from the coroner, medical examiner or admitting hospital

4. Please submit the requested information to the address listed above via mail or fax. If all of the information is not available, you may initiate the claim by submitting the Employer statement. The remaining documents can be submitted separately by the beneficiary when available.

5. **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 Unum Retained Asset Account can be found on page 9.

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.



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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 – Please check all benefits you are claiming and provide the policy and division numbers.

- 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 Effective Date _____

Information About and Signature of Benefit Administrator (Please Print)

The statements in this document are true and complete to the best of my knowledge and belief.

Name of Person Completing Form _____

Title of Person Completing Form _____

Telephone _____ Fax Number _____

Email Address _____

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 Employer portions of the claim form.

Signature: **X** _____

Date Signed _____

Do you wish to receive copies of all letters? Yes No Or decision letters only? Yes No

C. Information About the Employee – The term “employee” refers to employees, members and/or retirees.

Employee Name _____ Male Female

Employee Street Address _____

City _____ State _____ Zip _____

Date of Birth (mm/dd/yy) _____ SSN _____ Date of Death (mm/dd/yy) _____

Telephone _____ Employee Email _____



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EMPLOYER STATEMENT (Continued)

Employee Name _____ Date of Birth (mm/dd/yy) _____

Employment Status: Full-time Part-time Retired Date of Hire: _____ Scheduled Hours worked per week: _____
 Union Non-Union Exempt Non-Exempt

Occupation _____ Class (as defined by policy) _____

How is/was the employee paid? (check one)

Provide information about other income:

<input type="checkbox"/> Hourly \$ per hour: _____	<input type="checkbox"/> Salaried \$ per year: _____
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Check all that apply: <input type="checkbox"/> Commissions <input type="checkbox"/> Bonus <input type="checkbox"/> Overtime <input type="checkbox"/> Shift Differential <input type="checkbox"/> N/A

What was the date of the last pay increase? _____

Last Date Physically at Work (mm/dd/yy): _____ Reason for Stopping Work: _____

Was this employee terminated? Yes No If yes, termination date (mm/dd/yy) _____ Rehire date: (mm/dd/yy) _____

Were premiums paid through employee/dependent's death? Yes No

If no, please indicate the date premiums were paid through (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 to the amount of insurance? 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 complete this section if the claim is for the death of the employee's dependent.

Dependent Name _____ Male Female

Relationship to Employee Spouse Civil Union Partner Domestic Partner Child Dependent SSN _____

Dependent Date of Birth (mm/dd/yy) _____ Dependent Date of Death (mm/dd/yy) _____

Was the employee in active employment at the time of the dependent's death? 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	\$ _____	_____	\$ _____	_____



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EMPLOYER STATEMENT (Continued)

Employee Name _____ Date of Birth (mm/dd/yy) _____

E. Information About the Employee's Beneficiary(ies) – If the claim is for the death of the employee, please complete this section. If there are more than three, please provide the following information for each additional beneficiary on a separate sheet of paper and include it with this form.

Did the employee designate a beneficiary for this coverage? Yes No If no, please explain:

If yes, please provide the most recent beneficiary designation form (electronic verification is acceptable).

Have you confirmed the following information with the beneficiary(ies)? Yes No

1. Name: _____
Street: _____
City: _____ State: _____ 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 – If any of the above beneficiaries are minor children, please complete this section. If there is more than one, please provide the following information for each additional minor beneficiary on a separate sheet 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 Employee

Employee Name _____ Date of Birth (mm/dd/yy) _____

Employer Name _____ Employer Telephone Number _____

B. Information About the Deceased

Deceased Name _____

Deceased Social Security Number _____ Deceased Date of Birth (mm/dd/yy) _____ Date of Death (mm/dd/yy) _____

Relationship to the Employee Self Spouse Civil Union Partner Domestic Partner Child

C. Information About the Accident

Date of the accident (mm/dd/yy): _____ Time of the accident: _____

Address where the accident occurred? _____

Describe how the accident happened: _____

D. Information About the Responding Authorities

Names of Public Agencies (Fire Dept., Police Dept., EMS, etc.)	Telephone Number
Other: Name/Title	Telephone Number
Other: Name/Title	Telephone Number

E. Information About Physicians/Hospitals

Please provide the following information about all the physicians/hospitals who attended the deceased for injuries sustained in this accident. If there were more than two, please share the following information for each additional physician/hospital on a separate sheet of paper and include it with this form.

Physician/Hospital Name	Mailing Address	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 an education benefit.

Does the deceased have any unmarried dependent children currently at the 12th grade level or who are enrolled full time in an institution of higher learning beyond the 12th grade? Yes No If yes, please provide the following 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: _____

Social Security Number: _____ Telephone Number: _____

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.

G. Signature

I have read and understand the fraud notices listed above and on pages 2 and 3 of this form. The above statements are true and complete to the best of my knowledge and belief.

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
 - 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.



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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, medical 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 notice of revocation.

 Signature of Beneficiary or Personal Representative

 Date Signed

 Printed Name

 Deceased's Social Security Number

I signed on behalf of the Beneficiary or Personal Representative as _____ (print relationship). If Guardian, Conservator, or court-appointed guardian of the minor’s property/estate for a Minor Beneficiary, please attach a copy of the document granting authority.