# Group Life and Accidental Death Claim Forms for Employee or Dependent

THE HARTFORD

## IMPORTANT INSTRUCTIONS FOR COMPLETING CLAIM FORM(S)

**To the Employer and Employee/Beneficiary, as applicable.**

We know this is a difficult time, and we want to assist you in filing your claim as quickly as possible. Please read these important instructions regarding completion of these forms. Also, please read the "Important Notice" on page 5.

**The information below constitutes a complete claim filed with The Hartford for purposes of claiming Basic, Supplemental and Dependent coverage.**

### Part I - Employer's Statement (needed for Life, Accidental Death, and/or Business Travel Accident claims)

- ☐ Form is to be completed in its entirety and signed by the Official Representative of the Employer/Plan
- ☐ A certified copy of the Death Certificate stating cause and manner of death must be attached to this form.
- ☐ Proof of salary as defined in the Policy (attach W2 or commissions, if applicable)
- ☐ Submission of claims on any voluntary or contributory Life plans, including Dependent coverage, must include copies of paper enrollment forms and/or on-line enrollment screen prints, of current and two prior plan years for history of benefit elections and timely enrollment.
- ☐ All claims must be submitted, along with the beneficiary designation form(s) on file with the Employer/Plan, if any. If none on file, the Employer/Plan shall certify to that fact on the claim form.

### Part II - Beneficiary Statement (needed for Life, Accidental Death, and/or Business Travel Accident claims)

- ☐ If more than one beneficiary, each beneficiary can either sign and date one form, or each can complete separate forms, showing their current address, date of birth and Social Security Number.
- ☐ **If claiming Accidental Death please furnish, if available, police or motor vehicle Accident/Incident reports, autopsy/ toxicology or other pertinent information regarding the claim.**

### Miscellaneous - All Claims

- ☐ If the claim proceeds are payable to an Estate, Part II must be completed by the Executor or Administrator of the Estate. An official certificate of such person's legal appointment and qualification must be attached to this form. Please include the Estate Tax Identification Number. If none available, please explain.
- ☐ If any designated beneficiary is a minor, Part II must be completed by a custodian or guardian. Include the minor's social security number, also, please include a copy of the minor's birth certificate. An official certificate of the guardian's legal appointment and qualification of the minor's **estate or property** must also be included, if applicable.
- ☐ If claim is for a dependent child enrolled in an accredited school of higher learning, submitted documents should include a student enrollment verification form executed by the school, applicable if required under the Policy.
- ☐ Foreign Death - Include both the Official Death Certificate and the Death of American Citizen Abroad form. Please note that additional documents may be required upon claim review.

Submit claim by mail to: The Hartford
Group Life Claims
P. O. Box 14299
Lexington, KY 40512-4299

Fax to: 1-866-954-2621

E-Mail to: gbclaimcslife@thehartford.com

**Release of claim forms is not an admission of coverage under a policy for an employer, group or organization.**

**PROOF OF DEATH FORM (Group Life Insurance)**
**EMPLOYEE or DEPENDENT**

**Mail forms to: The Hartford**
**Group Life Claims**
**P. O. Box 14299**
**Lexington, KY 40512-4299**
**1-888-563-1124 Fax: 1-866-954-2621**
**E-Mail: gbclaimcslife@thehartford.com**

THE HARTFORD

**PART I - EMPLOYER'S STATEMENT - TO BE COMPLETED IN FULL FOR ALL CLAIMS**
**(Please verify if the employee qualifies for any other group benefits through The Hartford and submit the claim accordingly)**

| | | | | | |
|---|---|---|---|---|---|
| Policy Numbers: Life/AD&D:_____ AD&D:_____ Business Travel Accident:_____ | | | | Employer: | |
| Name of Insured/Employee: | Employee's address: (Street, City, State & Zip Code) | | | | |
| Social Security Number: | Date of Birth: | Date of Death: | Date of Hire: | Effective date of employee's insurance: | ☐ Salaried ☐ Hourly |
| Branch/Location: | Occupation: | Classification | Premiums paid to date? ☐ Yes ☐ No | Employee's actual date last physically at work: | |

Provide reason employee did not return to work on their next scheduled workday:
☐ Illness ☐ FMLA (provide approval form) ☐ Retirement - Date:_____ ☐ Other (please explain):_____

| | |
|---|---|
| Is there a Beneficiary Designation Card on file? ☐ Yes ☐ No If "Yes," a copy must be submitted | Has the Beneficiary completed a Funeral Home Assignment? ☐ Yes ☐ No If "Yes," enclose a copy or explain: |

**TRAVEL INFORMATION – ONLY COMPLETE FOR BUSINESS TRAVEL ACCIDENT CLAIMS**

| | | | |
|---|---|---|---|
| Trip Begin Date: | Scheduled Trip End Date: | Injury sustained during: ☐ Work Activity ☐ Pleasure Activity | Amount of BTA Insurance claimed: $ |
| Date of Accident: | Time of Accident: (hr, min) : ☐ AM ☐ PM | Place of Accident: | |

Fully describe the circumstances of the Accident and nature of Injuries, if known: (Include incident/police reports as available; attach separate sheet, if necessary)_____

**AMOUNT OF INSURANCE BEING CLAIMED FOR EMPLOYEE OR AMOUNT IN FORCE FOR EMPLOYEE IF DEPENDENT CLAIM**

| | |
|---|---|
| Basic Life: $ | Supplemental Life: $ |
| **Include AD&D amount(s) only if death was due to an accident** | |
| AD&D Basic: $ | AD&D Supplemental: $ |
| Coverage claimed above, reflect age reduction(s)? ☐ Yes ☐ No | |
| Date insurance was discontinued or not in force _____ | |

**(Employee's earning as defined in the policy. Attach W-2 if applicable)**
Rate of earnings used to calculate benefit amount:_____
☐ Hourly ☐ Weekly ☐ Monthly ☐ Annually
Regular hours scheduled to work: (if applicable)_____
Effective date of above reported earnings:_____
Do the earnings include commissions or bonuses? ☐ Yes ☐ No

Indicate if any of the following apply to this Employee:
☐ Applied for Conversion
☐ Has been approved for Long Term Disability
☐ Has been approved for LBO/Accelerated Death Benefits by prior carrier
☐ Has been approved for Waiver of Premium by prior carrier

**DEPENDENT INFORMATION - ONLY COMPLETE FOR DEPENDENT CLAIM**

| | | | | |
|---|---|---|---|---|
| Full Name of Deceased Dependent | Deceased's Social Security Number | Date of Birth | Date of Death | Relationship to Employee |
| Last Residence: (Number, Street, City or Town, Zip Code) | Is Employee Actively at Work? ☐ Yes ☐ No If no, complete date last worked and reason above | | Have premiums been paid to date for this dependent? ☐ Yes ☐ No | |
| Was the dependent child, over the Policy's limiting age? ☐ Yes ☐ No | Was the dependent child a full-time student? ☐ Yes ☐ No If "Yes", and required by the Policy, include Enrollment verification from school. | | Was dependent child incapacitated? ☐ Yes ☐ No | |

**AMOUNT OF INSURANCE BEING CLAIMED FOR DEPENDENT**

| | |
|---|---|
| Basic Life: $ | Supplemental Life: $ |
| **Include AD&D amount(s) only if death was due to an accident and applicable under the Policy** | |
| AD&D Basic: $ | AD&D Supplemental: $ |

Dependent benefit is a: ☐ Flat Amount ☐ Percentage of Employee's amount
If a percentage, please complete amount of employee insurance above.
Does Coverage claimed reflect age reduction(s)? ☐ Yes ☐ No
Indicate if any of the following apply to this Dependent:
☐ Applied for Conversion
☐ Has been approved for LBO/Accelerated Death Benefits by prior carrier
☐ Has been approved for Waiver of Premium by prior carrier

**Employer Certification:** I hereby certify that the information provided on the Employer Statement is true and complete according to the records of the Employer. I agree that this information is subject to audit by The Hartford and/or its representative.

Employer _____ Address _____

Signature _____ Date _____ Their Authorized Representative: (Please print) _____

( ) _____ _____ ( ) _____
Telephone Number E-mail address Facsimile Number

## Group Life and/or Accidental Death Claim Form for EMPLOYEE or DEPENDENT

THE HARTFORD

### PART II - Beneficiary's Statement

**Name of Deceased:** _____ **Policy Number(s):** _____

**Claim Number (if known):** _____

**Under penalties of perjury, I certify that:**

**(1)** the number shown on this form is my correct taxpayer identification; and

**(2)** I am not subject to a back-up withholding, because, (a) I am exempt from back-up 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 and dividends; or (c) the IRS has notified me that I am no longer subject to back-up withholding; and

**(3)** I am a U.S. person (including a U.S. resident alien).

**Certification Instructions:** You must cross out item (2) above, if you have been notified by the IRS that you are currently subject to back-up withholding, because, you have failed to report all interest and dividends on your tax return.

| Beneficiary Name: (print) | Date of Birth: | Relationship: |
|---|---|---|
| Citizenship: ☐ U.S. citizen ☐ U.S. resident ☐ Non-resident alien (Request a W-8BEN) | | |
| Complete Mailing Address: (Number & Street) | Beneficiary's Social Security Number or Estate /Trust Tax ID: | |
| (City, State & Zip Code) | Telephone Number: Day: ( ) Evening: ( ) | |

Personal Cell Telephone Number: ( ) _____ May we have your authorization to leave confidential medical and benefit information on your personal cell phone? ☐ Yes ☐ No and/or request this by e-mail? ☐ Yes ☐ No Please initial: _____ to confirm your election

**The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.**

**By signing below:**

**(1)** **I Hereby Certify and Agree** that I have read and understand the IMPORTANT NOTICE on page 5 of this claim form package.

**(2)** **I understand and Agree** that payment of the claim proceeds according to any alternate mode of settlement specified in the policy will only be made if the Company receives a written request for such alternate method of payment from me prior to the payment of the claim proceeds.

**(3)** **I understand and Agree that if I receive claim proceeds which are not due to me, I will reimburse The Hartford.**

| *Signature:* X | Date: | E-mail address: |
|---|---|---|

| Beneficiary Name: (print) | Date of Birth: | Relationship: |
|---|---|---|
| Citizenship: ☐ U.S. citizen ☐ U.S. resident ☐ Non-resident alien (Request a W-8BEN) | | |
| Complete Mailing Address: (Number & Street) | Beneficiary's Social Security Number or Estate /Trust Tax ID: | |
| (City, State & Zip Code) | Telephone Number: Day: ( ) Evening: ( ) | |

Personal Cell Telephone Number: ( ) _____ May we have your authorization to leave confidential medical and benefit information on your personal cell phone? ☐ Yes ☐ No and/or request this by email? ☐ Yes ☐ No Please initial: _____ to confirm your election

**The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.**

**By signing below:**

**(1)** **I Hereby Certify and Agree** that I have read and understand the IMPORTANT NOTICE on page 5 of this claim form package.

**(2)** **I understand and Agree** that payment of the claim proceeds according to any alternate mode of settlement specified in the policy will only be made if the Company receives a written request for such alternate method of payment from me prior to the payment of the claim proceeds.

**(3)** **I understand and Agree that if I receive claim proceeds which are not due to me, I will reimburse The Hartford.**

| *Signature:* X | Date: | E-mail address: |
|---|---|---|

## Group Life and/or Accidental Death Claim Form for EMPLOYEE or DEPENDENT

THE HARTFORD

### Claimant's Statement of Accidental Death (complete only if death was due to an accident)

INSTRUCTIONS: Complete this form if you are applying for death benefits due to an accident. If a question does not apply, please mark "N/A."

**Group Policyholder/Employer Name:** _____

**Group Policy Number(s):** Life/AD&D: AD&D: Business Travel Accident

| **Name of Insured/Employee:** | **Social Security Number:** |
|---|---|

| Name of Deceased: (if different from above) | Age: | Relationship to Employee: ☐ Spouse ☐ Child |
|---|---|---|

Has a Workers' Compensation claim been filed? ☐ Yes ☐ No If "Yes," what is the status of the claim? _____

On what date did the accident happen? _____ Where did the accident happen? City: _____ State: ____

Please describe injuries received:

Did accident result in death? ☐ Yes ☐ No If "Yes," on what date? _____

If injury was sustained while traveling on policyholder business, please complete the following:

Trip Begin Date: _____ Scheduled Trip End Date: _____

Injury was sustained during: ☐ Work Activity ☐ Pleasure Activity

Describe in detail how the accident happened:

Name and address of law enforcement agency involved: *(Please submit copy of Police Accident Report and/or Case Number)*

List name/address/phone number of all physicians consulted for the injury/death:

List name/address/phone number of all hospitals consulted:

Did the deceased have any chronic disease or physical defect or deformity? ☐ Yes ☐ No If "Yes", describe in detail:

Was an autopsy performed? ☐ Yes ☐ No If "Yes," provide name/address/telephone number of coroner, if known:

Was an inquest held? ☐ Yes ☐ No If "Yes", verdict:

**Please complete and sign the Authorization to Obtain and Disclose Information, pages 6 and 7.**

**Important Notice - Please read the statement that applies to your state of residence and sign the bottom of the page.**

**For residents of all states EXCEPT Arizona, Alabama, California, Colorado, Florida, Kentucky, Maine, Maryland, New Jersey, New York, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Tennessee, Virginia and Washington:** 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.

**For Residents of 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.

**For Residents of 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.

**For Residents of California:** For your protection, California law requires the following to appear on this form: Any person who knowingly presents 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.

**For residents of 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 award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**For residents of 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.

**For residents of Kentucky:** Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim or an application for insurance 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.

**For residents of 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 and denial of insurance benefits.

**For Residents of Maryland:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit and who 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.

**For residents of New Jersey:** Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties. Any person who includes any false or misleading information on an application for insurance policy is subject to criminal and civil penalties.

**For residents of Ohio:** Any person who, with intent to defraud or knowing he 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.

**For residents of Oklahoma:** WARNING: Any person who knowingly, and with 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 guilty of a felony.

**For residents of Oregon:** 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 that the insurer relied upon is subject to a denial and/or reduction in insurance benefits and may be subject to any civil penalties available.

**For residents of 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 hereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**For residents of Puerto Rico:** 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 by 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. Should aggravating circumstances be 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.

**For residents of Virginia:** Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may have violated the state law.

**For residents of 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.

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

Signature _____ Date _____

# AUTHORIZATION TO OBTAIN AND DISCLOSE INFORMATION


I allow all doctors, hospitals, other health care providers, pharmacy, pharmacy benefit managers, government agencies (including, but not limited to, Federal, State or Local , and the Social Security Administration and Veterans Administration), insurers, employers, financial institutions, educational institutions, health plans, health insurance carriers, policyholders, contract holders, vendors, health and benefit insurers and administrators or their successors ("Records Holders") to give to and discuss with The Hartford and its representatives, the following personal, private, or privileged information, records, or documents related to:

| Insured's Name (Please Print) | Date of Birth | Employer/Policyholder's Name: |
|---|---|---|
| | | |

Any and all medical information or records, including medical histories, physical, mental, or diagnostic examinations, pharmaceutical records, and treatment notes, and including information regarding HIV/AIDS, communicable diseases, alcohol or drug abuse, and mental health; work and performance information and history, including job duties and earnings; information on any insurance coverage and claims filed, including all records and information related to such coverage and claims; financial information, including pension benefits and bank records; business transaction billing and payment records; academic transcripts; and any and all information concerning Social Security or other government benefits, including monthly benefit amounts, monthly payment amounts, entitlement dates, and information from my Master Beneficiary Record. The information obtained by use of this Authorization will be used by The Hartford (including subsidiaries and affiliates) for the purpose of evaluating and administering my claim(s) for benefits and /or leave request(s) and/or request(s) for accommodation. Such information shall be referred to herein collectively as "My Information."

I understand that once My Information has been disclosed to The Hartford as permitted under this Authorization, it may be re-disclosed by The Hartford as permitted by law or my further authorization. Without limiting the foregoing, I authorize The Hartford to use or disclose My Information (i) to my employer for: a) functions related to accommodating my restrictions/limitations, including in accordance with law; b) responding to claims related to accommodation, adverse or discriminatory treatment related to my claim or condition; c) responding to complaints by me or my representative relating to benefits, leave or accommodation; d) responding to any litigation, agency or regulatory proceeding, or lawful subpoena (including regarding employment claims); e) federal, state, or other leave administration; f) fulfilling fiduciary obligations under my benefit plan; or (g) claim, other audits or benefit program reviews; (ii) to administrators or other service providers, including health and wellness vendors, of my employer's benefit plan(s) and/or programs, including leave management, for plan, benefit, or program related functions or data aggregation and analysis; (iii) to any electronic claim systems or programs or third party vendors used for claims administration or processing or to any insurance broker to carry out functions related to my benefit plan/program or claim; (iv) to any health care professional who has treated or evaluated me or who may do so; (v) to other persons or entities performing business, medical, or legal services related to my claim; (vi) for other insurance, reinsurance or analytical purposes, including workers' compensation insurance, Social Security Disability insurance, or subrogation or reimbursement purposes ; (vii) as may be lawfully required; (viii) as may be reasonably necessary to protect the personal safety of others or myself; (ix) as may be reasonably necessary to respond to regulatory or similar complaints; and (x) as may be reasonably necessary to prevent or detect perpetration of a fraud (all entities and individuals listed in this paragraph including The Hartford defined as "Benefits Manager(s)"). *I understand that My Information disclosed to Benefits Managers and re disclosed could include HIV/AIDS, other communicable diseases and mental health records.*

I understand that My Information disclosed to Benefits Managers pertaining to certain alcohol or drug abuse treatment is protected by federal (42 CFR Part 2) and state confidentiality rules and statutes, which prohibit any further disclosure of this information without my express written consent, or as otherwise permitted by such rules and statutes. I understand that a general authorization for the release of medical or other information is NOT sufficient for release of certain types of alcohol or drug abuse treatment records.

***(Continue to next page)***

Therefore:

☐ **If any of my records contain information about alcohol or drug abuse, then, by checking this box, I hereby expressly allow my Benefits Managers to use or give out such information to evaluate, analyze, manage and/or administer the benefits program. I understand that the federal rules restrict any use of the Information to criminally investigate or prosecute any drug or alcohol abuse patient.**

I understand that once my Information is given out as allowed in this form, federal privacy laws may not protect it and it may be re-disclosed by The Hartford. I also understand that information disclosed pursuant to this Authorization may be subject to re-disclosure by the recipient. The Authorizations set forth herein expire two years from the date listed below, or upon my revocation, if earlier, but will not exceed the term of my coverage under the policy(ies) or benefit plan or program, except as may be reasonably necessary to prevent or detect perpetration of a fraud, adjudicate a benefits claim, respond to regulatory or similar complaints, or protect the personal safety of others or myself.

If I change my mind about this Authorization before that time is up, I can tell my Records Holders and The Hartford in writing that I do not want them to share any more information with other parties. If I revoke my Authorization by telling them in writing to stop sharing information with other parties, it will not change any actions they took before I revoked my permission. If I do not sign this Authorization, it will not affect how my health care providers treat me. However, if I do not sign, The Hartford may not be able to review my claim and determine whether I am eligible for benefits. This may result in denial of my request for benefits.

The Information released under this Authorization can be submitted to The Hartford electronically, by phone or fax, or by mail. I agree that a copy of this Authorization may be treated as a signed original. I understand that I am entitled to receive a copy of this Authorization upon request. If there is a conflict between a prior request for restriction on the disclosure of My Information and this Authorization, this Authorization will control.

**NOTICE TO INFORMATION PROVIDERS:**
The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family members genetic tests, the fact that an individual or an individuals' family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. *Please note that it is appropriate under GINA to provide family medical history when an employee is requesting leave to care for a family member.*

_____ _____

**Signature of Claimant or Legal Representative** **Date**

_____

**Name and Relationship to Claimant** *(if signed by Legal Representative)*

**Form must be signed and dated.**