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Short term disability

Your guide for a seamless process



For a simplified claim experience, file online: guardianlife.com





Are you filing your claim for maternity? Once you have delivered, contact Guardian to report your date and type of delivery. Please inform us if you are taking baby bonding time following your recovery.

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We may need medical information to review your claim. **Included is an authorization form.** Please provide the authorization form to your physician(s) currently treating you for this condition. Your physician may require an alternate form.



To ensure timely payments, please keep Guardian and your employer informed of updates to your leave. **If you are not able to return to work as planned, contact Guardian so that we can reach out to your physician(s) for updated information.**

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It's important your work state is indicated on the claim form. If you work from home and are unsure of your work state, please consult with your employer. If Guardian administers your State Paid Leave policy, you do not need to file a separate claim. We'll take care of that for you.



We will contact you, your employer or physician if any additional information is needed to make a claim decision. Claim reviews are generally completed within 10 business days, and you will be contacted when a decision is made.*

Questions after submitting your claim? Contact Guardian at 800-268-2525. A Guardian representative is available to help you Monday through Friday, 8:00 am to 8:00 pm EST.

The Guardian Life Insurance Company of America guardianlife.com *For claims submitted prior to the date of disability, the review will begin on the date of disability and after we have received all required documentation.

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New York, NY

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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

EMPLOYEE SECTION -	PLEASE	PRINT AND COWIN	<u></u>	-		[
1. EMPLOYEE NAME 4. EMPLOYEE HOME MAILING ADDRESS 6. WORK STATE 7. EMPLOYEE EMAIL ADDRESS				2. PLAN	NUMBER	3. EMPLOYER NAME				
				ITY	STATE	ZIP 5. EMPLO ()		LOYEE TELEPHONE NUMBER		
8. MEMBER ID 9. D	R ID 9. DATE OF BIRTH 10. SOCIAL SEC						11.			
1 1					13. IS DISABILITY DUE TO			FEMALE		
12. IS DISABILITY DUE TO YOUR EMPLOYMENT? YES NO IF "YES", HAVE YOU FILED A WORKERS' COMPENSATION CLAIM? YES NO				o						
14. IF YOU ANSWERED "YES" TO QUESTION (12) AND/OR (13), PLEASE PROVIDE THE FOL DATE OF ACCIDENT / / TIME PLACE ACCIDENT DETAILS				OLLOWIN	IS DISABILITY DUE TO SERVICE IN THE MILITARY? YES NO WING 15. DATE SYMPTOMS FIRST APPEARED / 16. RETURN TO WORK DATE A					
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1. EMPLOYER N	(NAME									2. PLAN NUMBER					
3. EMPLOYER A	ADDRESS							CITY		STATE ZIP					
4.1 F BRANCH OR AFFILIATE, PLEASE PROVIDE NAME OF PARENT EMPLOYER SOCIAL SECURITY OR TAX ID 5.DATE EMPLOYEE TERMINATED/RESIGNED / / /															
6. EMPLOYEE NAME						7. EMPLOYEE SOCIAL SECURITY NUMBER					8. EMPLOYEE DATE OF BIRTH / /				
9. EMPLOYEE JO	OB TITLE	10. DATE C								E EMPLOYEE EFFECTIVE FC			OR STD 12. EMPLOYEE INSURANCE CLASS		
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IF "YES", PLE	ASE BE SU	RE TO COMPLETE TH	IE FOLLOWING ACCU	RATELY AND F	ULLY			DEPT., P	EASE PROV	IDE US W	ITH THE P	ERSON Y	OU WOULD LIK	E US TO CONTACT:	
% PAID BY EMPLOYEE, PRE-TAX POST TAX NAME: PLEASE NOTE: SUPPLEMENTAL WAGES BY THE IRS (SEE IRS PUBLICATION 15A). IF YOUR DISABILITY PHONE: PLAN IS SELF FUNDED, GUARDIAN WILL DEDUCT A MANDATORY 22% FEDERAL INCOME PHONE: TAX WITHOLDING FROM THE DISABILITY BENEFIT CHECKS THAT ARE ISSUED. PHONE:															
		ARISE OUT OF EMPLO			IF "YES	i", PLEA	ASE EXPLAI	N							
B) HAS A WC	RKERS' CC	MPENSATION CLAIM	BEEN FILED?	G □ NO											
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. ,		EE'S WORK STATE?													
24. JOB DESCRI			lete the following n a description o					spects	of the cla	imant's	job as p	perform	ned in an 8-I	hour work day.	
	NEVER	OCCASIONALLY .25 – 2.5 DAILY HRS	FREQUENTLY 2.5 – 5.5 DAILY HRS	CONTINUO 5.5 – 8 DAII HRS					NEVER	.25 –	SIONALLY 2.5 DAILY HRS		EQUENTLY - 5.5 DAILY HRS	CONTINUOUSLY 5.5 – 8 DAILY HRS	
SIT							WAL	ĸ							
STAND							DRIVE								
LIFT/CARRY	CARRY INDICATE AMOUNT/FREQUENCY BELOW						REACH ABOVE								
0-10 LBS							BEND/ST	TOOP							
10-20 LBS							USE HAND	DS FOR		IN	INDICATE ACTIVITY/FREQUE				
20-50 LBS							PUSHING/PULLING								
50-100 LBS							FINE MANIP	ULATIO							
OVER 100 LBS													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															
PRINTED NAM	PRINTED NAME OF AUTHORIZED PERSON TITLE TELEPHONE NUMBER () - EMAIL ADDRESS														

You may file STD claims online, and check claim status by visiting us at www.guardiananytime.com

Send to: Group STD Claims, P.O. Box 14331, Lexington, KY 40512 Customer Service: (800) 268-2525 FAX: (610) 807-8270 Documents can be returned electronically at <u>www.guardianlife.com/forms</u>. Select the "Benefits through work" option and click the "Secure Channel" link to send your private information.

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.

Signature of Insured (or authorized representative)

Relationship

Date

Name of Insured

Address

Claim #

Date of Birth / /

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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 false or fraudulent information to obtain or amend insurance coverage or to make a 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 guilty 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.

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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 <u>N.H. Rev. Stat. Ann. § 638:20.</u>

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.