

## GROUP LIFE AND/OR ACCIDENTAL DEATH CLAIM FORM GROUP TERM LIFE

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).

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

## **OUR COMMITMENT**

During this difficult time, we are committed to providing responsive, compassionate service.

## **INSTRUCTIONS**

## Who is responsible for completing this form?

- Employer Statement (pages 4-7): This section of the form should be completed by the employer who should fax it to 1-800-447-2498 or mail it to the address noted above. The following information should also be provided:
  - A copy of the death certificate (a photocopy or fax is acceptable);
  - The original enrollment form and any other enrollment forms indicating any change in coverage; and
  - The most recent beneficiary designation form.
- Accidental Death Statement (pages 8-10): If the claim is related to an accidental death, this section of the form should be completed by the employee or beneficiary. The completed form should be faxed to 1-800-447-2498 or mailed to the address noted above.
- Substitute W-9 Form (page 11): This form should be completed, signed and dated by the beneficiary. If there are multiple beneficiaries, each beneficiary should complete, sign and date a form. The completed form(s) should be faxed to 1-800-447-2498 or mailed to the address noted above.
- Authorization (last page): This form should be signed and dated by the employee or beneficiary and faxed to 1-800-447-2498 or mailed to the address noted above.

## Questions?

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.



The Benefits Center

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EMPLOYER STATEMENT - To be con	pleted by the Employer (PLEASE PRINT)										
A. Information About the Type of Clair	<b>n –</b> Please check all that apply and provide the p	olicy and division numbers.									
Type of Coverage Being Claimed T	/pe of Claim Submitted	Policy Number Division Number									
	Employee Death Dependent Death										
	Employee Death Dependent Death										
Is this claim also being submitted for Accidental De	eath & Dismemberment?   Yes   No										
B. Information About the Employer											
Employer Name											
Employer Street Address											
City	State	Zip									
Subsidiary/Affiliate/Branch Name		Subsidiary Effective Date (mm/dd/yy)									
C. Information About the Employee –	The term "employee" refers to employees, memb	ers and/or retirees.									
Employee Name (Last Name, Suffix, First Name, I	Al)										
		Gender ☐ Male ☐ Female									
Employee Street Address											
City	State	Zip									
Date of Birth (mm/dd/yy) Social Secu	rity Number Original Date of Hire	(mm/dd/yy) Date of Death (mm/dd/yy)									
Home Telephone Number	Cellular Telephone Number										
Date Employee Entered Eligible Class (mm/dd/yy)	: Termination & Rehire Dates (mm/dd/yy): Termination: Rehire:	Acquisition Date (mm/dd/yy):									
If this employee is or has been known by another	name(s) (such as a nickname, maiden name, etc.), please pro	ovide the name(s)									
in this employee is of that been known by another i	iame(o) (duon do a montane, maiden name, etc.), piedee pre	vide the hame(o).									
Employment Status: ☐ Full-time ☐ Part-time ☐ Bargaining ☐ Non-Bargaining ☐ Union ☐		: If eligibility is not based on hours worked, please describe:									
Salary/Rate of Pay:   Hourly  Salary  C  Amount: \$   Weekly  E	ommission ☐ Non-Commission ☐ Job Title/Class: ii-Weekly ☐ Semi-monthly										
Please provide the following salary verification/doc	umentation. This information is necessary to accurately deter	mine the amount of the life insurance benefit.									
If the definition of annual earnings is:	Then provide, as stated in your policy:										
W-2	A copy of the prior year W-2 and the last payroll statement	for the same year									
Payroll records  Documentation of commissions and/or bonuses											
Last Date Physically at Work (mm/dd/yy):	Reason for Stopping Work:										
Is the employee receiving any company sponsored	d retirement benefits? ☐ Yes ☐ No ☐ If yes, when did the o	employee retire (mm/dd/yy)?									
If yes, please describe the retirement benefits:	s, please describe the retirement benefits:										



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Date	the premium was paid through for this dependent (mm/dd/yy):											):			s the Yes			ee in a	active	e em	тріоу	men	t at	tne ti	ıme (	of the	dep	enden	t's dea	atn?		



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**G.** 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 in section H.



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**H.** 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.

FRAUD NOTICE: Any person who knowingly files a statement of claim containing false or misleading information is subject to criminal and civilpenalties. This includes Employer portions of the claim form.

I. Information About and Signature of Benefit Administrator (Plea	ase Print)		
The above statements are true and complete to the best of my knowledge and belief.			
Name of Person Completing Form			
Title of Person Completing Form	Telephone N	umber	Fax Number
Signature	<u> </u>	Date Signed	
X			
CL-1091 (11/16) 7			



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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

Please attach copies of any police and/or emergency medical services reports.

A. Information About the Employee	
Employee Name (Last Name, Suffix, First Name, MI)	ate of Birth (mm/dd/yy)
Employer Name Employer Telephor	ne Number
B. Information About the Deceased	
Deceased Name (Last Name, Suffix, First Name, MI)	
Deceased Social Security Number  Deceased Date of Birth (mm/dd/yy)	Date of Death (mm/dd/yy)
Relationship to the Employee	
C. Information About the Accident	
Date of the accident (mm/dd/yy):  Time of the accident:	
Where did the accident happen?	
D. Information About the Decreading Authorities	
D. Information About the Responding Authorities  Names of Public Agencies (Fire Dept., Police Dept., EMS, etc.)	Telephone Number
3	
Other: Name/Title	Telephone Number



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ACCIDENTAL DEATH STATEMENT (Continued)	
Employee Name (Last Name, Suffix, First Name, MI)	Date of Birth (mm/dd/yy)
Fraud Warning: For your protection, Arizona law requires the following to ap	pear on this claim form:
Any person who knowingly and with the intent to injure, defraud or deceive at false or fraudulent claim for payment of a loss or benefit or knowingly present for insurance is guilty of a crime and may be subject to fines and confinement	ts false information in an application
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 complition for insurance or statement of claim containing any materially false information, information concerning any fact material thereto, commits a fraud and shall also be subject to a civil penalty not to exceed five thousand dollars each such violation.	ation, or conceals for the purpose of dulent insurance act, which is a crime
G. Signature	
The above statements are true and complete to the best of my knowledge and belief.	
Language Preference: ☐ English ☐ Spanish	
Print Name	Telephone Number
Signature	Date Signed



# Request for Taxpayer Identification Number and Certification

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

	1 N	ame (as shown on your income tax return). Name is required on this line; do not leave this line blank.					-				
ge 2.	<b>2</b> B	usiness name/disregarded entity name, if different from above									
e ns on page	<b>3</b> C	heck appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes:  Individual/sole proprietor or C Corporation S Corporation Partnership single-member LLC	Tru	ust/estat	e i	ertain e nstructi	entities ions on	(codes , not inc page 3	dividua 3):		
ii d		Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partners	ship) 🟲					code (if			
Print or type		<b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the tax classification of the single-member owner.	n the line	above f	OI	Exempt code (if		n FATC	A repo	rting	
두드		Other (see instructions) ▶			(	Applies to	accounts	maintaine	d outside	the U.S	i.)
l ecific	5 A	ddress (number, street, and apt. or suite no.)	Reques	ter's na	me an	d addre	ess (opt	ional)			
Print or type See Specific Instructions on	<b>6</b> C	ity, state, and ZIP code									
	<b>7</b> Li	st account number(s) here (optional)									
Par	tΙ	Taxpayer Identification Number (TIN)									
Enter	vour	TIN in the appropriate box. The TIN provided must match the name given on line 1 to av	oid	Socia	secu	rity nu	mber				
backu reside entitie	p wit nt ali s, it i	hholding. For individuals, this is generally your social security number (SSN). However, f en, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other s your employer identification number (EIN). If you do not have a number, see <i>How to ge</i>	or a					-			
TIN or	n pag	e 3.		or							
		e account is in more than one name, see the instructions for line 1 and the chart on page	4 for	Emplo	yer ic	lentific	ation n	umber	—	=	
guidel	ines	on whose number to enter.			-						
Par	Ш	Certification			-						
Under	pena	alties of perjury, I certify that:									
1. The	e nun	nber shown on this form is my correct taxpayer identification number (or I am waiting for	a numb	er to b	e issı	ued to	me); a	nd			
Sei	rvice	t subject to backup withholding because: (a) I am exempt from backup withholding, or (b. (IRS) that I am subject to backup withholding as a result of a failure to report all interest er subject to backup withholding; and									
3. I ar	m a L	J.S. citizen or other U.S. person (defined below); and									
4. The	FAT	CA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting	ng is cor	rect.							
becau interes genera instruc	ise yo st pai ally, p ctions	on instructions. You must cross out item 2 above if you have been notified by the IRS the bulk have failed to report all interest and dividends on your tax return. For real estate transid, acquisition or abandonment of secured property, cancellation of debt, contributions to buyments other than interest and dividends, you are not required to sign the certifications on page 3.	actions, o an inc	item 2 Iividual	does retire	not a ment a	pply. F arrang	or mo	rtgage (IRA),	e and	ıg
Sign Here	,	Signature of U.S. person ► Da	ate ▶								

## **General Instructions**

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

## **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)
- 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? on page 2.

By signing the filled-out form, you:

- 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  - 2. Certify that you are not subject to backup withholding, or
- 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X Form **W-9** (Rev. 12-2014)



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).

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 Rep relationship). If Guardian, Conservator, or court-appo Minor Beneficiary, please attach a copy of the docum	resentative as(print inted guardian of the minor's property/estate for ent granting authority.

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