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SHORT TERM DISABILITY CLAIM FORM

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

Toll-free: 1-800-858-6843 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 TO YOU

We understand that a disabling illness or injury creates emotional, physical and financial challenges, and we want to do whatever we can to help you. You have our commitment to provide you with responsive service and to be understanding and sensitive to your circumstances during the claim process.

Instructions:

The information provided on this claim form will be used to evaluate your eligibility for disability benefits.

This form should be completed by you (the employee), your employer and attending physician.

- **Employee Statement (pages 4-5):** Please complete this section of the claim form and fax it to 1-800-447-2498. If you prefer, it may be mailed to the address noted above.
- Authorization to Share Information with Third Parties (page 6): If you wish to give us permission to share the details of your claim with a third party (such as your spouse, son, daughter, friend, etc.), please sign and date this form and fax it to 1-800-447-2498. If you prefer, it may be mailed to the address noted above.
- **Employee Authorization (last page):** Please sign and date this form and provide a copy to your attending physician. Fax the completed form to 1-800-447-2498 or mail it to the address noted above.
- **Employer Statement (pages 7-8):** Please ask your employer to complete, sign and date the form and fax it to 1-800-447-2498 or mail it to the address noted above. If you are applying for Individual Short Term Disability benefits only, we do not require the Employer Statement.
- Attending Physician Statement (pages 9-10): Please give this section of the claim form to the physician or treating provider primarily responsible for your care. Ask him/her to fax the completed form to 1-800-447-2498. If s/he prefers, it may be mailed to the address noted above.

Unum Online Services

Unum has developed a secure and easy way for you to submit and manage your claim online via our secure website at www.unum.com/claims. Our secure web services allow you to access and make changes to your open claims, as well as view updates and available correspondence. Please contact your employer's human resource department to verify online filing is available to you.

Once you have submitted your claim, you may manage it with the Unum Customer App. The Unum Customer App is available for Apple and Android.

Questions?

If, at any time, you have questions about the claim process or need help to complete this form, please call the above toll-free number. Our Contact Center is staffed with experienced professionals who can be contacted from 8 a.m. to 8 p.m. Monday through Friday.



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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.



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Claim Fraud Statements

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.

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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EMPLOY	EE S	TATE	MEN	IT (P	LE/	ASE	PRI	NT)																					
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EMPLOYEE STATEMENT (Continued))											
Employee Name (Last Name, Suffix, First Name, MI) Date of Birth (mm/dd/yy)												
8. Have you returned to work? ☐ Yes ☐ No	If yes, indicate date below	<i>I</i> .		-								
Part Time (mm/dd/yy):	Part-time hours per week:	: F	full Time (mn	n/dd/yy):								
If you have not returned to work, when do you expe	ect to return?											
Part Time (mm/dd/yy): Part-	time hours per week:	I	Full Time (mn	n/dd/yy):		□ Ur	nknown					
D. Information About Your Medical Providers									_			
Please provide the following information about your by more than one, please share the following in								eing treated	İ			
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Provider Name	Telephone No.			Ī	Fax No.							
Date of first visit for this condition (mm/dd/yy)	Date of next visit for th	nis condition (mm/c	ld/yy)									
E. Information About Income Tax Withholding. U	num will not withhold Fede	eral and State Inco	ne Tax if you	r benefit is <u>n</u>	<u>not</u> taxab	ole.			_			
TAX INFORMATION If you do not know if you are covered under a fu	ully-insured or self-insu	red plan, please o	ontact your	employer f	for assi	stance.						
 For Fully-Insured Plans – If your claim is approvant Unum to also withhold Federal and/or State Federal Income Tax: ☐ Yes ☐ No If yee Minimum Withholding: \$20/week for Short Te State Income Tax: ☐ Yes ☐ No If yes, For Self-Insured Plans – Attach a copy of your 	te Income Taxes from you es, how much do you wan erm Disability. how much do you want w	r taxable benefit cl t withheld from each	necks? ch check? (wl	hole dollar a	amount)	\$ \$,			
required by law to withhold 25% of your taxable • If your benefits are not taxable, Federal and	benefit for Federal Incom	e Tax and the max						,				
Fraud Warning: For your protection	n, Arizona law req	uires the follo	owing to a	appear c	directly	y above	your s	ignature:				
Any person who knowingly and with false or fraudulent claim for paymen for insurance is guilty of a crime and	nt of a loss or bene	efit or knowing	gly prese	nts false	infor	company mation ir	/ prese	ents a oplication	J			
Fraud Warning: For your protection	n, New York law re	equires the fo	llowing to	o appear	r dired	ctly abov	e your	signatur	e:			
Any person who knowingly and with application for insurance or stateme purpose of misleading, information which is a crime, and shall also be salue of the claim for each such viole	ent of claim contain concerning any fac subject to a civil pe	ning any mate ct material the	erially fals ereto, cor	se inform nmits a	nation fraudi	, or conc ulent insi	eals fourance	or the e act,				
F. Signature of Employee/Individual												
The above statements are true and comp notices listed above and on pages 2 and my obligation to repay any such overpay	3 of this form. I also	acknowledge t	hat should	l my clain	n be o	verpaid fo						
x												
Signature Reminder: Please sign and date the Aut	horization (last page	of this claim fo	orm).	Date					_			



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You are not required to sign this Optional Authorization. However, if you would like us to communicate with a family member, friend or other third party about your leave(s) and/or claim(s), which could include, but not be limited to, accident, disability, American's with Disability Act (ADA), we recommend completing the information below. Please sign and date the form as indicated and mail or fax it to the address or fax number indicated above.

Optional Authorization to Disclose Information to Third Parties

To assist in the evaluation or administration of any of my claim(s) and/or leave(s), I authorize Unum Group, its subsidiaries and duly authorized representatives ("Unum") to share personal health information, financial information, and/or information relating to any accommodations in verbal or written format relating to my claim(s) and/or leave(s) with the family members, friends, and/or other third parties listed below:

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My Spouse:	
(Name)	(Telephone Number)
Other Family Member:	
(Name / Relationship)	(Telephone Number)
Other person:	
(Name / Relationship)	(Telephone Number)
understand that information about my claim(s) and/or leave(s) realth and that such information about my health may be related system including, but not limited to, HIV and AIDS; use of drugs sohysical history, condition, advice or treatment, but does not include do not wish the following information about my claim(s) and/or I f not applicable):	I to any disorder of the immune and alcohol; and mental and ude psychotherapy notes.
further understand that the information is subject to redisclosure certain federal regulations governing the privacy of health inform	
may revoke this authorization in writing at any time except to the recipient of my information has relied on it prior to receiving my relies Authorization by sending written notice to the address above	notice of revocation. I may revoke
This authorization is valid for the shorter of two (2) years or the dor leave(s). I may request a copy of the Authorization and a copy	luration of any of my claim(s) and
Claimant Signature	Date
Printed Name	Social Security Number
signed on behalf of the claimant as	(indicate relationship). If
Jnum is a registered trademark and marketing brand of Unum Group and its insu	ıring subsidiaries.



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EMP	LOY	ER STA	TEN	IEN	T (Cor	ntinu	ed)																											
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The Benefits Center P.O. Box 100158 Columbia, SC 29202-3158

www.unum.com

Toll-free: 1-800-858-6843 Fax: 1-800-447-2498

Call toll-free Monday through Friday, 8 a.m. to 8 p.m. (Ea	
ATTENDING PHYSICIAN STATEMENT (PLEASE PRINT)	
TO BE COMPLETED BY PHYSICIAN OR TREATING PROVIDER	
Name of Patient (Last Name, Suffix, First Name, MI)	Social Security Number
Patient Address	
Fatient Address	
City	State Zip
Date of Birth (mm/dd/yy) Patient Telephone Number	
Employer Name	
A. Complete this section for pregnancy, then go to Section C	
Expected Delivery Date (mm/dd/yy):	visit for this pregnancy Date Hospitalized (mm/dd/yy):
Diagnosis: ICD Code: Did you advise your patient to stop	o working? ☐ Yes If yes, on what date (mm/dd/yy)? ☐ No
B. Complete this section for all conditions except pregnancy, then go to Section C Date of first visit for this current condition(s) Date of last office visit (mm/dd/yy): Date of next office visit (mm/dd/yy):	it (mm/dd/yy): □ Yes If yes, on what date (mm/dd/yy)? □ No
Has the patient been treated for the same/similar condition in the past? □ Yes □ No □ Unknown	<u> </u>
f yes, please provide treatment dates (mm/dd/yy): From Through	
Is the patient's condition work related? Yes No Unknown Patient's Height:	Patient's Weight
Primary Diagnosis:	Primary ICD Code:
Secondary Diagnosis:	Secondary ICD Code:
Has the patient been hospitalized? ☐ Yes ☐ No If yes, date hospitalized (mm/dd/yy):	through (mm/dd/yy):
Was surgery performed? ☐ Yes ☐ No If yes, what procedure was performed? ☐ CPT Code	e: Date Surgery Performed (mm/dd/yy):
What is your treatment plan? Please include all medications.	



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

Authorization to Collect and Disclose Information (Not for FMLA Requests)

I authorize the following persons: health care professionals, hospitals, clinics, laboratories, pharmacies and all other medical or medically related providers, facilities or services, rehabilitation professionals, vocational evaluators, health plans, insurance companies, third party administrators, insurance producers, insurance service providers, consumer reporting agencies including credit bureaus, GENEX Services, LLC, The Advocator Group and other Social Security advocacy vendors, professional licensing bodies, 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 my 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, earnings, financial or credit history, professional licenses, employment history, insurance claims and benefits, and all other claims and benefits, including Social Security claims and benefits ("My 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 my claims, including providing assistance with return to work. For such evaluation and administration of claims, this authorization is valid for two years, or the duration of my claim for benefits (to include any subsequent financial management and/or benefit recovery review), whichever is shorter. I understand that once My Information is disclosed to Unum, any privacy protections established by HIPAA may not apply to the information, but other privacy laws continue to apply. Unum may then disclose My Information only as permitted by law, including, state fraud reporting laws or as authorized by me.

I also authorize Unum to disclose My 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; or, the Social Security Administration. Unum will not condition the payment of insurance benefits on whether I authorize the disclosures described in this paragraph. For the purposes of these disclosures by Unum, this authorization is valid for one year or for the length of time otherwise permitted by law.

If I do not sign this authorization or if I alter or revoke it, except as specified above, Unum may not be able to evaluate or administer 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 Unum requests or discloses prior to Unum receiving my revocation request.

Insured's Signature	Date Signed
Printed Name	Social Security Number
I signed on behalf of the Insured as Attorney Designee, Guardian, or Conservator, please attach	(Relationship). If Power of

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