Long Term Disability Claim Packet - Employer



Instructions for the Plan Administrator

Please make sure that the employee initiates the Long Term Disability claim filing process as soon as it first appears that his or her disability will extend beyond the required elimination period. Please refer to your group insurance policy to determine the length of the elimination period.

The Employer must:
☐ Attach a copy of the LTD enrollment form if the employee contributes to the premium.
☐ Attach copies of employee's medical information relating to the disability (if available).
☐ Attach a copy of the employee's formal job description or a detailed description of primary duties.
☐ Attach a copy of all payroll documentation and attendance records for the last six months.
☐ If Waiver of Premium claim, attach the Basic and/or Optional enrollment form, payroll record
and other required documentation.

NOTE:

FOR TRANSITION CLAIMS: If claimant is transitioning from a Sun Life Assurance Company of Canada Short Term Disability claim to a Long Term Disability claim, only fill in the shaded boxes on page 3. Then complete the rest of the Employer portion of this claim packet.

FOR NON-TRANSITION CLAIMS: Fill out the entire Employer portion of this packet.

Mail or fax the completed claim form to:

The McKellan Group Inc. 1449 Old Waterbury Rd Suite 201 Southbury, CT 06488

Tel: 800-531-2001 Fax: 203-575-0308

Failure to provide complete and accurate information could result in the need for additional claims investigation which could delay the initial benefit payment.

Long Term Disability Claim Packet - Employer



Fraud Warnings

State law requires that we notify you of the following:

Fraud Warning: 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 – AR, KY, LA, MA, MN, NM, TX and WV: 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.

Fraud Warning - AK: 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.

Fraud Warning - AZ: 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.

Fraud Warning - CA: For your protection California law requires the following to appear on this 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 - CO: 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 - District of Columbia: 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 - FL: 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.

Fraud Warning - IN, ID, and DE: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

Fraud Warning – MD: Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who 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.

Fraud Warning - ME, TN, VA and WA: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company. Penalties include imprisonment, fines and denial of insurance benefits.

Fraud Warnings continued

Fraud Warning - NH: 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 – NJ: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

Fraud Warning - OH: Any person who, with 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 is guilty of insurance fraud.

Fraud Warning – OK: 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.

Fraud Warning – OR: Any person who, with 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 state law.

Fraud Warning – PA: Any person who knowingly and with intent to defraud any insurance company or any other person files a claim 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 and subjects such person to criminal and civil penalties.

Fraud Warning – VT: Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.

Sun Life Assurance Company of Canada Long Term Disability Claim Packet - Employer



Employer's Statement

-	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							
1 General Information								
Please print clearly.	If claimant is transition Disability claim to a	-					Term	
Return to:	Name of employer				Gro	oup policy	/ number	Class
The McKellan Group Inc. 1449 Old Waterbury Rd	Street address			City		State	Zip)
Suite 201 Southbury CT 06488 Tel: 800-531-2001 Fax: 203-575-0308	Name and address	of division wher	e employee v	vorks (if	different fro	m above)	l	
	Does your compan	y have a formal	Return to Wo	rk Prog	ram?			Yes 🗌 No
	Contact Person						Telepho	ne number
2 Employee Information	n							
If claimant is transitioning from a Sun Life Assurance	Name of employee	(first, middle init	tial, last)					□ M □ F
dompany of Canada Short erm Disability claim to a ong Term Disability Social Security number Date of birth (m/d/y)			Telephone number					
claim, only fill in the shaded boxes.	Employee's street a	address			City		State	Zip Code
3 Employment and Cla	im Information				l			
If claimant is transitioning from a Sun Life Assurance	Date hired (m/d/y)	Effective date	of coverage	Date	last worked ((m/d/y)	Hours wo	orked last day
Company of Canada Short Term Disability claim to a	What was the employee's permanent occupation on his/her last date of work?							
Long Term Disability claim, only fill in the	How long had employee been in occupation? Regularly scheduled work week:							
shaded boxes.	Years: Months: Days per week: Hours per day: Has the employee's employment been terminated? If yes, provide termination date							
	☐ Yes ☐ No							
	Why did employee	cease working?						
	Is the condition due ☐ Yes ☐ No [to an injury or s	sickness arisir	ng out o	of employee's	s job?		
	Has a Workers' Co If "yes," please incl	•						No Sclaim
	Name and address						phone nur	
	Was employee cove				er prior	Termina policy (r		under prior
	Has employee retui ☐ Yes ☐ No				capacity		e returned	(m/d/y)

Please note that additional financial		onths of payroll records pours worked, payments, c				,
information may be required depending	How was the emplo	yee paid? (check one)	Provide info	rmation about ot	her incom	ie:
on your specific policy.	Hourly	Salaried	Commission	ns Bonuses	Ove	ertime
J 1 1 J	\$ per hour:	\$ per week:	\$	\$	\$	
Enrollment form is	Does employee cont	ribute toward the LTD p	remium?	Yes	□No	
required if coverage is contributory.	 If "yes," attach a copy of employee's enrol to this claim and indicate percentage contri 			Employe %		mployer: %
		tributions made with pre			□ No	
5 Other Income Inform	mation – Complete this	section for all claimants.				
Check all that apply	Is employee current	ly receiving, or entitled to	o receive, benefits	from any of the f	_	
and provide details for each source			Amount of eac	h Weekly or		riod/date(s) overed by
of income.	So	urce of income	payment	monthly?		payment
or meome.	☐ Sick Pay		\$	☐ Wkly ☐ Mtl	hly	
	☐ Salary Continua	nce	\$	☐ Wkly ☐ Mtl	hly	
	☐ State Disability		\$	☐ Wkly ☐ Mtl	hly	
	☐ Workers' Comp	ensation	\$	☐ Wkly ☐ Mtl	hly	
	☐ Unemployment	Compensation	\$	☐ Wkly ☐ Mtl	hly	
	☐ Social Security	Disability/Retirement	\$	☐ Wkly ☐ Mtl	hly	
	☐ Disability/Retire	ement Pension	\$	☐ Wkly ☐ Mtl	hly	
	☐ Automobile No-	fault Insurance	\$	☐ Wkly ☐ Mtl	hly	
	☐ Union Disability	/	\$	☐ Wkly ☐ Mtl	hly	
	☐ Severance		\$	☐ Wkly ☐ Mtl	hly	
	Other:		\$	☐ Wkly ☐ Mti	hly	
6 Employee's Occupa	ntion Information – C	omplete this section for al	l claimants.			
Required: Please submit a copy of the employee's formal job description.	Job title / Major job	duties (attach employee'	s formal job descrip	otion)		
7 Physical Aspects of	f Occupation – Comp	elete this section for all cla	imants.			
Please note that additional occupational information may	In a typical work da if employee may alt	y, give the number of ho ernate positions.	urs the employee sp	pends in each of	these posi	tions and
be required.				May Alternate		
	Position	Total Number of F		15-30 Mins.	Hourly	Never
	Standing					$\frac{\square}{\square}$
	Standing					
	Walking				Ш	\Box

Continued on next page

Driving

7 Physical Aspects of Occupation continued – Complete this section for all claimants.

In a typical work day, the employee must: Occasionally Frequently Continuously $(1/4 - 2 \frac{1}{2} \text{ hours})$ (2 1/2 - 5 1/2 hours) (5 1/2 - 8 hours) Never Bend/Stoop Climb П Reach above shoulder level П Kneel Balance П П Push/Pull П Crawl/Crouch Lift lbs. Carry lbs. Does the employee use feet for repetitive movements, as in operating foot controls? Left foot ☐ Yes ☐ Yes ☐ No ☐ No Both feet ☐ Yes ☐ No What are the major tasks requiring use of one or both hands? Which of the following describes the employee's working environment? Check all that apply. □ Exposure to dust, fumes and gases ☐ Working at heights ☐ Operating heavy machinery ☐ Changes in temperature or humidity ☐ Precise manual dexterity ☐ Other hazards (specify): 8 Non-Physical Aspects of Occupation - Complete this section for all claimants. Does employee have to answer customer complaints? ☐ Yes ☐ No Is employee primarily evaluated on production?..... ☐ Yes ☐ No Is employee routinely subject to close supervision? ☐ Yes ☐ No Does employee work closely with his/her co-workers?..... ☐ Yes ☐ No Is employee responsible for the overall performance of his/her particular department? Number of people this employee supervises 9 Checklist of Required Attachments - Complete this section for all claimants. Failure to provide Attach a copy of the LTD enrollment form if the employee contributes to the premium. the following Attach copies of employee's medical information relating to the disability (if available). information could Attach a copy of the employee's formal job description or a detailed description of primary duties. result in a delay Attach a copy of all payroll documentation and attendance records for the last six months. of the initial benefit payment. ☐ If Waiver of Premium claim, attach the Basic and/or Optional enrollment form, payroll record and other required documentation. **10 Certification and Signature** – Complete this section for all claimants. **Tip:** To certify I certify that the above statements are true and complete. I have read and understand the eligibility, mail or fax Fraud Warning on page 2 of this packet. the employee's Name of person completing this form Telephone number: enrollment form with Fax Number: the claim. Title E-mail address: Company's Website: Signature Date signed Χ For more information about Long Term Disability, the claim process and the status of your

employees' claims, log onto CustomerLink at https://customerlink.sunlife-usa.com

Long Term Disability Claim Packet - Claimant

Southbury CT 06488 Tel: 800-531-2001 Fax: 203-575-0308



Instructions for the Claimant

Please mail all documents 4-6 weeks before the end of your elimination period. Please make sure to initiate the Long Term Disability claim filing process as soon as it first appears that your disability will extend beyond the required elimination period. Please refer to your group insurance policy to determine the length of the elimination period.

The Employee must:
☐ Sign and date the Employee's Statement
☐ Sign and date the Authorizations
☐ Sign and date the Reimbursement Agreement
\square Have the employer complete and return the Employer's Statement to Sun Life Financial
☐ Have the physician complete and return the Attending Physician's Statement to Sun Life Financial
☐ Attach a copy of a photo ID (i.e., license or passport)
☐ Attach a detailed job description (from employer)
Mail or fax the completed claim form to:
The McKellan Group Inc.
1449 Old Waterbury Rd Suite 201

Failure to provide complete and accurate information could result in the need for additional claims investigation which could delay the initial benefit payment.

Long Term Disability Claim Packet - Claimant



Fraud Warnings

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Fraud Warning – VT: Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.

Long Term Disability Claim Packet - Claimant



Employee's Statement

f employee (first, ddress ion s name (first, mic	Da	F		ecurity number	Group poli	cy number	
ddress	Da	F				cy number	
ion			(City			
		te of birth			State	Zip Code	
s name (first, mic	ddle initial, last)		Occupation Date of birth		er Ma	Marital status	
			Social S	ecurity number	Da	e of birth	
pouse employed	I] Yes □ No	
and dates of birth	n of your childre	n (under a	ge 25)				
on Causing You		cymptom	of your ill	Inocc			
Date of accident or date you first noticed symptoms of your illness Describe in detail how, when and where the accident occurred –OR – Describe the nature of your illness/condition and its first symptoms.							
Is your condition due to injury or sickness related to your job? Yes No. If yes, please explain below.							
u were first treate	ed by a physicia	n Last da	ate worked	d prior to disabili	ty Did you value a full day		
unable to work	Have you retu ☐ Yes ☐ No	ned to wor If yes, D		☐ With res	strictions 🔲	Full capacity	
elated, have you rovide date:	filed/do you int	end to file,	a Workers	s' Compensation	n claim?	Yes □ N	
Name of physician Specialty							
3				<u> </u>			
ne number	Fax number		Date of la	ast visit	Date of nex	t visit	
Have you discussed a return to work plan with this physician? Yes □ No							
,	ne number	ne number Fax number	ne number Fax number	ne number Fax number Date of la	ne number	ne number	

3 Your Treating Physic	cian(s) continued						
	Name of physician				Spec	ialty	
	Address						
	Telephone number	Fax number	r	Date of last visit	į	Date of	next visit
	Have you discussed a	return to work	plan with this	physician?			☐ Yes ☐ No
4 Hospitals							
· · · · · · · · · · · · · · · · · · ·	Name of hospital			Talanhana num	hor	Dotoo of	confinement
If you need more space, check here ☐ and	1.			Telephone num	Dei	Dates of	to
attach a separate page.	Name of hospital			Telephone number		Dates of	confinement
	2.			Totophono nam		to	
.						ı	
5 Other Income Inform							
	Are you currently receiv	ing, or entitled	d to receive, b	enefits from any	of the f	ollowing	
	Sour	ce of income	,	Amount of each payment		ekly or nthly?	Period/date(s) covered by payment
Check all that apply	☐ Sick Pay		\$	3	-	☐ Mthly	
and provide award/denial notice	☐ Salary Continuand	ce	\$			☐ Mthly	
or application	State Disability		\$			Mthly	
associated with any	☐ Workers' Comper		\$			Mthly	
source of income.	☐ Unemployment C	•	\$			Mthly	
	Social Security Di				-	Mthly	
	Disability/Retiren		\$		-	Mthly	
	Automobile No-fa	ault Insurance	\$		-	☐ Mthly	
	Union Disability		\$		-	Mthly	
	Severance		\$			☐ Mthly	
	☐ Other:		\$	5	☐ vvkiy	☐ Mthly	
6 Education and Train	ing Information						
	Please indicate your high	hest level of ed	ucation comple	eted.			
	Less than High Scho	ol (Grade:)	gh School (GED)		College	
	Name of school / college	9					
	Degree		Dates attende	d Field	d of study	′	
	Additional Course Work	k, Education, T	raining, Spec	ial Skills and/or l	Hobbies		
7 Experience Informat	ion						
7 Experience informati							
	Military Experience Did you serve in the an	med forces?		No Branch o	f service		
	Highest rank	Dates of s	service	Specialty			
	riignostranik	to		Specialty			
Continued on next page	?			ı			

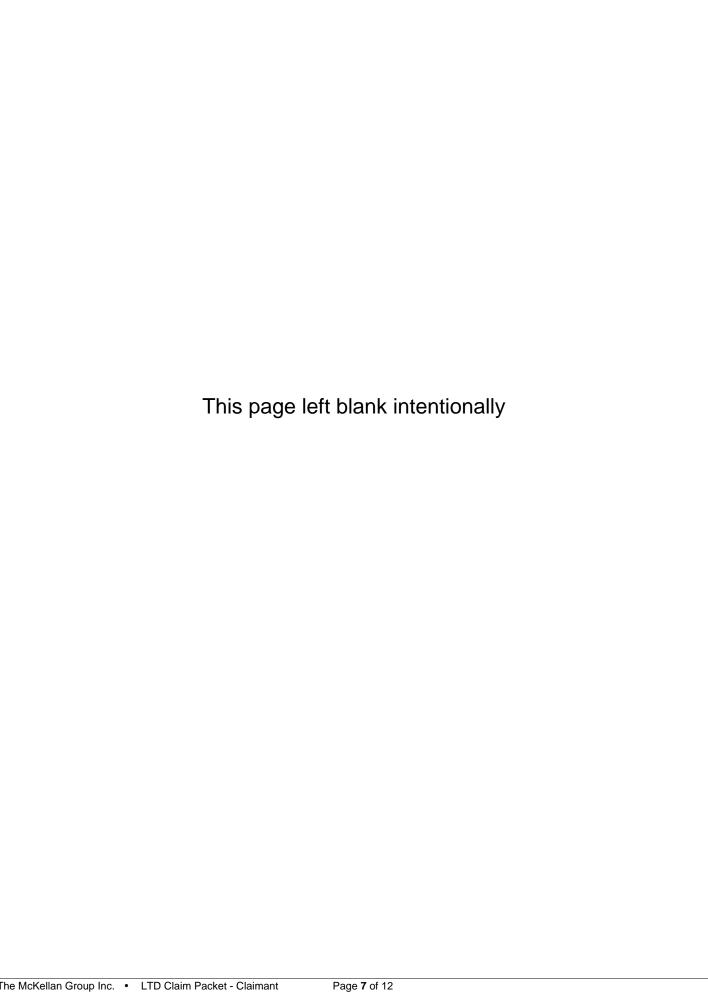
7 Experience Information continued

If you have a resume, please attach a copy. You may use this section to indicate any additional experience.

Work Experience

Please list chronologically all of the jobs you have held. Start with your current or most recent job.

please attach a copy. You may use this	Provide as many details as possib						
section to indicate any additional experience.	Name of Employer	Title	Dates of employment to				
	Department	Tasks and duties (p					
	Name of Employer	Title	Dates of employment to				
	Department	Tasks and duties (p	lease be specific)				
	Name of Employer	Title	Dates of employment to				
	Department Tasks and duties (please be specific)						
	Skills Development						
		on would you be interested in pu	rrsuing?				
8 Checklist of Requi	ed Attachments						
	Please mail all documents 4-6 we provide the following informati						
	☐ Sign and date the Employee's Statement						
	☐ Sign and date the Authorizations						
	☐ Sign and date the Reimbursement Agreement						
	☐ Employer completed and returned the Employer's Statement						
	Dhysisian sampleted and return						
	Physician completed and fetur	rned the Attending Physician's S	tatement				
	☐ Attach a copy of a photo ID (i	• •	tatement				
	•	e., license or passport) re have received and reviewed yo	our claim forms and medical				
9 Signature	☐ Attach a copy of a photo ID (i We will contact you as soon as w records. In the meantime, should	e., license or passport) re have received and reviewed yo	our claim forms and medical				
9 Signature Reminder: Please be sure to sign and return	☐ Attach a copy of a photo ID (i We will contact you as soon as w records. In the meantime, should	e., license or passport) re have received and reviewed you have any questions, please of a sare true and complete. I have re	our claim forms and medical call our Customer Service Center				





Authorization

Authorization for Release and Disclosure of Health Related Information

This Authorization complies with the HIPAA Privacy Rule.

It is important for you to read, sign and submit all Authorizations in this packet. Failure to submit all Authorizations could result in a delay during the claims process.

Return to:

The McKellan Group Inc. 1449 Old Waterbury Rd Suite 201 Southbury CT 06488

Fax: 203-575-0308

I HEREBY AUTHORIZE any physician, healthcare provider, health plan, medical professional, hospital, clinic, laboratory, pharmacy or other medical or healthcare facility that has provided payment, treatment or services to me or on my behalf to disclose my entire medical record and any other protected health information concerning me to the Claims Department of Sun Life Assurance Company of Canada ("the Company"), its subsidiaries, affiliates, third party administrators and reinsurers.

I understand that such information may include records relating to my physical or mental condition such as diagnostic tests, physical examination notes and treatment histories, which may include information regarding the diagnosis and treatment of human immunodeficiency virus (HIV) infection, sexually transmitted diseases, mental illness and the use of alcohol, drugs and tobacco, but shall not include psychotherapy notes.

By my signature below, I acknowledge that any agreements I have made to restrict my protected health information do not apply to this Authorization, and I instruct any physician, healthcare professional, hospital, clinic, medical facility or other healthcare provider to release and disclose my entire medical record without restriction.

I understand that the Company will use the information it obtains to: (a) administer claims; (b) determine or fulfill responsibility for coverage and provision of benefits; (c) administer coverage; and/or (d) conduct other legally permissible activities that relate to any coverage I have or have applied for with the Company.

I understand that the Company will not disclose information it obtains about me except as authorized by this Authorization; as may be required or permitted by law; or as I may further authorize. I understand that if information is redisclosed as permitted by this Authorization, it may no longer be protected by applicable federal privacy law.

I understand that: (a) this Authorization shall be valid for 24 months from the date I sign it; (b) I may revoke it at any time by providing written notice to Group Long Term Disability Claims, Sun Life Financial, SC 4328, One Sun Life Executive Park, Wellesley Hills, Massachusetts, 02481, subject to the rights of any person who acted in reliance on it prior to receiving notice of its revocation; and (c) my authorized representative and I are entitled to receive a copy of the Authorization upon request.

A copy of this Authorization shall be as valid as the original.

Print name of employee or personal representative of employee	Group policy number
If Representative, description of your authority or relationship to	employee
Signature of employee or personal representative	Date
X	



Authorization for Release and Disclosure of Psychotherapy Notes

This Authorization complies with the HIPAA Privacy Rule.

It is important for you to read, sign and submit all Authorizations in this packet. Failure to submit all Authorizations could result in a delay during the claims process.

Return to:

The McKellan Group Inc. 1449 Old Waterbury Rd Suite 201 Southbury CT 06488

Fax: 203-575-0308

I HEREBY AUTHORIZE any: physician, healthcare provider, health plan, medical professional, hospital, clinic, or other medical or healthcare facility that has provided payment, treatment or services to me or on my behalf to disclose any psychotherapy notes relating to me to the Claims Department of Sun Life Assurance Company of Canada ("the Company"), its subsidiaries, affiliates, third party administrators and reinsurers.

By my signature below, I acknowledge that any agreements I have made to restrict my protected health information do not apply to this Authorization, and I instruct any physician, healthcare professional, hospital, clinic, medical facility or other healthcare provider to release and disclose all psychotherapy notes relating to me without restriction.

I understand that the Company will use the information it obtains to: (a) administer claims; (b) determine or fulfill responsibility for coverage and provision of benefits; (c) administer coverage; and/or (d) conduct other legally permissible activities that relate to any coverage I have or have applied for with the Company.

I understand that the Company will not disclose information it obtains about me except as authorized by this Authorization; as may be required or permitted by law; or as I may further authorize. I understand that if information is redisclosed as permitted by this Authorization, it may no longer be protected by applicable federal privacy law.

I understand that: (a) this Authorization shall be valid for 24 months from the date I sign it; (b) I may revoke it at any time by providing written notice to Group Long Term Disability Claims, Sun Life Financial, SC 4328, One Sun Life Executive Park, Wellesley Hills, Massachusetts, 02481, subject to the rights of any person who acted in reliance on it prior to receiving notice of its revocation; and (c) my authorized representative and I are entitled to receive a copy of the Authorization upon request.

A copy of this Authorization shall be as valid as the original.

Print name of employee or personal representative of employee	Group policy number
If Representative, description of your authority or relationship to employee	
Signature of employee or personal representative X	Date



Authorization for Release and Disclosure of Non-Health Related Information

This Authorization complies with the HIPAA Privacy Rule.

It is important for you to read, sign and submit all Authorizations in this packet. Failure to submit all Authorizations could result in a delay during the claims process.

Return to:

The McKellan Group Inc. 1449 Old Waterbury Rd Suite 201 Southbury CT 06488 Fax: 203-575-0308 I HEREBY AUTHORIZE any: (a) physician, healthcare provider, health plan, medical professional, hospital, clinic, laboratory, therapist, pharmacy or other medical or healthcare facility that has provided payment, treatment or services to me or on my behalf; (b) benefit plan administrator; (c) employer; (d) insurance company; (e) insurance support organization; (f) state department of motor vehicles; (g) consumer reporting agency; (h) financial institution; (i) government agency, or the Medical Information Bureau, Inc., Social Security Administration, Internal Revenue Service or the Veteran's Administration, to disclose to Sun Life Assurance Company of Canada ("the Company"), its subsidiaries, affiliates, third party administrators, and reinsurers, any and all non-health information relating to me, including, but not limited to (a) my employment earnings; (b) my occupational duties; (c) my credit history; (d) insurance benefits I may be receiving or have received; (e) Social Security benefits I, or my dependents, may be receiving or have received; (f) insurance claims I may have filed or insurance coverage I may have; (g) traffic accident reports relating to me; and (h) any other financial information relating to me.

I understand that the Company will use the information it obtains to: (a) underwrite my application for coverage; (b) make eligibility, risk rating, policy issuance and enrollment determinations; (c) obtain reinsurance; (d) administer claims and determine or fulfill responsibility for coverage and provision of benefits; (e) administer coverage; and/or (f) conduct other legally permissible activities that relate to any coverage I have or have applied for with the Company.

If this Authorization is signed in connection with a claim for insurance benefits, I hereby authorize the Company to disclose any information it obtains about me to any: (a) insurance company; (b) third party administrator; (c) rehabilitation or vocational professional; and (d) treating physician, psychologist or therapist/counselor of mine, for the purpose of verifying, evaluating, negotiating, determining, and/or adjudicating my claim. I further authorize the Company to disclose any information it obtains about me to the Medical Information Bureau, Inc.

I understand that the Company will not disclose information it obtains about me except as authorized by this Authorization; as may be required or permitted by law; or as I may further authorize. I understand that if information is redisclosed as permitted by this Authorization, it may no longer be protected by applicable federal privacy law.

This Authorization shall apply to information relating to my dependents where applicable.

I understand that: (a) this Authorization shall be valid for 24 months from the date I sign it; (b) I may revoke it at any time by providing written notice to Group Long Term Disability Claims, Sun Life Financial, SC 4328, One Sun Life Executive Park, Wellesley Hills, Massachusetts, 02481, subject to the rights of any person who acted in reliance on it prior to receiving notice of its revocation; and (c) my authorized representative and I are entitled to receive a copy of the Authorization upon request.

A copy of this Authorization shall be as valid as the original.

Print name of employee or personal representative of employee	Group policy number		
If Representative, description of your authority or relationship to employee			
Signature of employee or personal representative	Date		
X			

Long Term Disability Claim Packet - Claimant



Reimbursement Agreement

Return to:

The McKellan Group Inc. 1449 Old Waterbury Rd Suite 201 Southbury CT 06488 Fax: 203-575-0308 from my monthly disability benefit any benefits received from Social Security and/or Workers' Compensation or as otherwise provided in the Group Long Term Disability Policy. I further UNDERSTAND and agree that the Company may offset any such amounts that I or my dependents are eligible to receive, whether or not I or my dependents are actually receiving said amounts.

In return for the Company's advance payment of the Long Term Disability benefits to which I may be entitled, which advanced amount may be in excess of the amount due to me under the terms of the policy, I, for myself, my heirs, executors, administrators and assigns agree:

- 1. That I am not currently receiving any benefits from Social Security and/or Workers' Compensation, and/or any Other Income benefit to which I may be eligible as described in the policy.
- 2. To apply for Social Security disability benefits and/or Workers' Compensation benefits, and/or any Other Income benefit to which I or my dependents may be eligible as described in the policy.
- 3. If I, and/or my spouse and family receive any disability payments, regardless of the amount, in connection with Social Security and/or Workers' Compensation, and/or any Other Income benefit to which I or my spouse and family may be eligible as described in the policy; I and/or my spouse and family will immediately notify the Company of such disability payments and will pay back all amounts over and above the amounts to which I would be entitled under the policy provisions.
- 4. I understand that thereafter the Company is entitled to offset any amounts received from Social Security and/or Workers' Compensation, and/or any Other Income benefit to which I may be eligible as described in the policy with the monthly benefit payable under the policy in accordance with the terms of the policy.

I UNDERSTAND that the Company, in reliance on the above statements and promises, has agreed to advance to me the disability benefits to which I or my dependents are entitled under the terms of the policy.

Print name	Group policy number
Signature of employee	Date
Signature of witness	Date
X	

Wellesley Hills, MA 02481 1-800-247-6875



PRIVACY INFORMATION NOTICE

This notice explains why Sun Life Assurance Company of Canada ("the Company") collects personal information about you, how we use that information, and under what circumstances we disclose it to others.

COLLECTION OF INFORMATION

We need to obtain information about you to determine whether we can provide the insurance benefits you have requested. As part of the claims process, we may ask you to undergo a physical examination, submit a statement from your physician, or provide copies of medical tests or other information relating to your health, finances and activities.

We also may collect information about you from other sources. By signing the Authorization For Release And Disclosure of Health Related Information and/or the Authorization For Release And Disclosure of Psychotherapy Notes, you authorize us to obtain medical information about you that we need to underwrite your application or to evaluate your claim. Depending upon your particular circumstances, we may collect additional information about you from the following sources:

- Physicians, healthcare providers, medical professionals, hospitals, clinics or other medical or healthcare related facilities
- Other insurance companies you have applied to for insurance
- Public records, such as Social Security and tax records

DISCLOSURE OF PERSONAL INFORMATION

When you sign the Authorization For Release And Disclosure of Health Related Information and/or the Authorization For Release And Disclosure of Psychotherapy Notes, you authorize us to disclose information we have about you:

- To our reinsurers
- As required or permitted by law

In the course of the claims process, we may need to disclose information about you to others. The law permits us to disclose such information, without obtaining authorization from you, to:

- Companies that help us conduct our business or perform services on our behalf
- Your physician or treating medical professional
- Comply with federal, state or local laws, respond to a subpoena or comply with an inquiry by a government agency or regulator

ACCESS, CORRECTION AND AMENDMENT OF PERSONAL INFORMATION

Upon written request to the Company, you can:

- Obtain a copy of the personal recorded information we have about you in our files (a fee may be charged to cover the cost of providing a copy of such information)
- Request that we correct, amend or delete any recorded personal information about you in our possession
- File your own statement of facts if you believe that the recorded personal information we have about you is incorrect

To take any of these actions, please contact us at the following address for further instructions:

Sun Life Assurance Company of Canada Group Long Term Disability Claims P.O. Box 81830 Wellesley Hills, MA 02481

Long Term Disability Claim Packet - Attending Physician



Instructions for the Attending Physician

The Attending Physician must:
☐ Complete, sign and date the Attending Physician's Statement

Mail or fax the completed claim form to:

The McKellan Group Inc. 1449 Old Waterbury Rd Suite 201 Southbury CT 06488

Tel: 800-531-2001 Fax: 203-575-0308

Failure to provide complete and accurate information could result in the need for additional claims investigation which could delay the initial benefit payment.

Long Term Disability Claim Packet - Attending Physician



Fraud Warnings

State law requires that we notify you of the following:

Fraud Warning: 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 – AR, KY, LA, MA, MN, NM, TX and WV: 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.

Fraud Warning - AK: 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.

Fraud Warning - AZ: 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.

Fraud Warning - CA: For your protection California law requires the following to appear on this 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 - CO: 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 - District of Columbia: 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 - FL: 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.

Fraud Warning - IN, ID, and DE: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

Fraud Warning – MD: Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who 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.

Fraud Warning - ME, TN, VA and WA: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company. Penalties include imprisonment, fines and denial of insurance benefits.

Fraud Warnings continued

Fraud Warning - NH: 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 – NJ: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

Fraud Warning - OH: Any person who, with 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 is guilty of insurance fraud.

Fraud Warning – OK: 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.

Fraud Warning – OR: Any person who, with 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 state law.

Fraud Warning – PA: Any person who knowingly and with intent to defraud any insurance company or any other person files a claim 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 and subjects such person to criminal and civil penalties.

Fraud Warning – VT: Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.





Attending Physician's Statement – Physical conditions only

1 Patient Information								
		responsible for any co		ed with t	-			
Please print clearly	Name of Pat	ient (first, middle init	ial, last)	□ M □ F	·			
	Do you belie	ve this patient is con	npetent to er	ndorse d	checks?		Yes No	
2 Diagnosis and Histo	ry							
Provide general information about diagnosis and history in this section. Then, please elaborate in section(s) $3-6$	Diagnosis including any complications							
	Objective findings/investigative testing (i.e., x-rays, EKGs, MRIs, laboratory data, etc.)							
as appropriate.	Subjective findings							
	Date symptoms first appeared or date of accident If injury due to a motor vehicle accident, in which state the accident occurred.							
	Patient's Hei	ght:	Patient's W	/eight:		Blood Pressure:		
	Is condition due to injury/sickness arising out of patient's employment? Yes No Unknown							
	Names and addresses of other treating physicians (if applicable)							
	• Expected of	please provide the lelivery date:	• Actua	I delive	ry date:		ection?	
3 Treatment								
Include in description any surgery, thera-peutic	Date of first	visit	Date of las	t visit	Date of last examination			
modalities, psychological inter- vention and medic- ations prescribed.	Prequency of Description of	f treatment] Weekly [☐ Month	nly ☐ Other (pl	ease specif	y:)	
4 Progress								
	Patient:	☐ Unchanged ☐ I	mproved	Retr	ogressed \square A	Ambulatory	☐ Bed confined	
	If retrogressed, please explain:							
	Has patient been hospital confined? Yes ☐ No From: To:							
	If yes, provide name of hospital							
Continued on next nage								

5 Restrictions and Limitations

Please note that
additional
occupational
information may
be required.

Patient is able to use hand for repet									
Simple Grasping Firm Grasping Fine Manipulation									
Left ☐ Yes ☐ No	 -	es □ No		☐ Yes ☐ No					
Right ☐ Yes ☐ No	Y	es 🗌 No	☐ Yes ☐ No						
In a typical work day, patient is able to: Continuously Frequently Occasionally Negligible									
Drive									
Walk									
Sit									
Stand									
Bend									
Squat									
Climb									
Twist									
Push									
Pull									
Balance									
Kneel									
Crawl									
Reach above shoulder level									
Lift lbs.									
Carry lbs.									
Is the patient capable of working w	rithin these restric	ctions/limitation	ıs?	Yes No					
Physical Impairment No limitation of functional capacity - (no restrictions) Medium capacity - (lifting, carrying, pushing, pulling 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly) Light capacity - (lifting, carrying, pushing, pulling 20 lbs. occasionally; 10 lbs. frequently; or negligible amount constantly. Can include walking and/or standing frequently even if the weight is negligible. Can include pushing or pulling of arm or leg controls.) Sedentary capacity - (lifting, carrying, pushing, pulling 10 lbs. occasionally. Mostly sitting, may involve standing or walking for brief periods of time.) Comments (please explain):									
Cardiac (if applicable) - Functional capacity (American Heart Association) No limitation Slight limitation Complete limitation									

	How long will those limitation	ons apply? (estimated)					
	☐ 6 weeks	☐ 8 weeks	☐ 12 wee	ks	☐ longer		
7 Remarks							
	Please use this space for any	y additional comments.					
8 Certification and S Remember to provide your full address and	ignature I certify that the above stater Warning on page 2 of this pa	-	olete. I have read	l and un	derstand the	Fraud	
Γax ID number.					ee/Specialty		
A stamp or signature of a person other than the examining physician is not acceptable.	Street address		City		State	Zip Code	
	Tax ID number		Telephone num	ber	Fax number		
	Attending Physician Signature X					Date	
	Please be sure to return the	e completed Attending	Physician's Sta	ntement	t to:		
	1449 Old Waterbury Rd Suite 201 Southbury CT 06488						

Tel: 800-531-2001 Fax: 203-575-0308





Attending Physician's Statement – Behavioral health conditions only

	-		-		Date of birth (m/d/y)		
Do you believe this pati	ent is competent to		L checks?				
In order to evaluate a clai information about his/her Axis I Axis III Axis IV Axis V GAF: Current: On When did the patient fir What was the first date Name of first treating ph	refits submitted by your patient, we need please respond to the following question DSM IV TR Code DSM IV TR Code No Code No Code No Code Highest in patients of the patient for symptoms?			ed more detailed ons. Thank you.			
Please list facilities and dates of any hospitalization, intensive outpatient program, or partial hospitalization program.							
What was the diagnosis at that time?							
Current diagnosis							
Describe the patient's current psychiatric symptoms and mental status evaluation.							
Is the patient's current of the state of the	condition related to	chemical	dependency	y?	Yes No		
	Name of Patient (first, r Do you believe this patient of the pati	Name of Patient (first, middle initial, last) Do you believe this patient is competent to line order to evaluate a claim for Disability Ben information about his/her medical condition. Faxis I laxis II laxis IV laxis IV laxis V l	Name of Patient (first, middle initial, last)	Name of Patient (first, middle initial, last)	Do you believe this patient is competent to endorse checks?		

2 Treatment Information continued

	Has there been any psychological testi	ng? If available, pr	ovide resu	lts.						
	If not, why?									
	Are there any plans in the future to perf	form testing?								
		Current treatment methods/treatment plan, please describe.								
	List medications with dosages. Please note any recent changes.									
	Please describe patient's response to treatment to date. (Include any past treatments and additional methods of treatment being considered.)									
	Please describe if the patient's psychiatric condition is limiting the patient's functional of									
3 Prognosis										
	How long will those limitations apply?	(estimated)								
		weeks	☐ 12 wee	eks	□ longer					
4 Contitiontion and Ci										
4 Certification and S										
Remember to provide your full address and	I certify that the above statements are tr	rue and complete.	I have read	l and und	derstand the	Fraud				
Tax ID number.	Warning on page 2 of this packet. Name of Attending Physician (first, middle initial, last)			Degree/Specialty						
	Name of Attending Friystolan (ilist, middle ilitial, last)			Dogroo, openially						
A stamp or signature of a person other than	Street address		City		State	Zip Code				
the examining physician is not	Tax ID number	Telep	Telephone number		Fax number					
acceptable.	Attending Physician Signature			Date						
	X									
	Please be sure to return the completed Attending Physician's Statement to:									
	The McKellan Group Inc. 1449 Old Waterbury Rd									
	Suite 201 Southbury CT 06488									
	Tel: 800-531-2001 Fax: 203-575-0308									