# Group Life and/or Accidental Death & Dismemberment Claim Forms for Employee

## IMPORTANT INSTRUCTIONS FOR COMPLETING CLAIM FORM(S)

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

We know this is a difficult time, and we want to assist you in filing your claim as quickly as possible. Please read these important instructions regarding completion of these forms. Also, please read the "Important Notice" on page 3.

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

### Part I - Employer's Statement (needed for both Life and Accidental Death & Dismemberment claims)

- ☐ Form is to be completed in its entirety and signed by the official representative of the employer/plan. If this is a death claim, a certified death certificate stating cause and manner of death must be attached to this form.
- ☐ Submission of claims on any voluntary or contributory life plans must include copies of the enrollment forms and history to show timely enrollment.
- ☐ All claims must be submitted, along with the beneficiary designation form(s) then on file with the Employer/Plan, if any. If none on file, the Employer/Plan shall certify to that fact on the claim form.

### Part II- Beneficiary Statement (needed for both Life and Accidental Death claims)

- ☐ If more than one beneficiary, each beneficiary can either sign and date one form, or each can complete separate forms, showing their current address(es), date(s) of birth and Social Security Number(s).
- ☐ Your signature on the Medical Release of Information Authorization.

**The information below constitutes a complete claim filed with The Hartford for purposes of claiming Basic, Supplemental and/or AD&D coverage.**

### Part III - Claimant's Statement (needed only for Accidental Death and/or Dismemberment claims).

- ☐ Must be completed by claimant or beneficiary alleging any death or dismemberment is due to an accident.
- ☐ Additionally, please furnish any newspaper accounts, police or motor vehicle reports, autopsy/toxicology or other pertinent information regarding the claim for accidental death or injury.

### Part IV - Attending Physician's Statement (needed for Dismemberment/Sight/Hearing/Speech claims)

- ☐ Attending Physician should complete pages 6 and 7 for above losses.

### Miscellaneous - All Claims

- ☐ If the claim proceeds are payable to an Estate, Executors or Administrators of the Estate, Part II and/or III must be completed by an Executor or Administrator. An official certificate of such person's legal appointment and qualification must be attached to this form. Please include the Estate Tax Identification Number. If none available, please explain.
- ☐ If any designated beneficiary is a minor, Part II and/or III must be completed by a custodian or guardian. An official certificate of the guardian's legal appointment and qualification of the minor's estate or property must be attached to this form, if applicable.
- ☐ Foreign Death - Include both the Official Death Certificate and the Death of American Citizen Abroad form.

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

Clear Form

MAIL TO: The Hartford
Group Life/AD&D Claims Unit
P. O. Box 2999
Hartford, CT 06104-2999
1-888-563-1124

THE HARTFORD

**PART 1 - Employer's Statement**
**Group Life and/or Accidental Dismemberment**
**Claim Form for EMPLOYEE**

GROUP POLICYHOLDER/ EMPLOYER NAME: **State of Iowa**

| Name of Insured Employee/Participant: | Date of Birth: | Social Security Number: |
|---|---|---|
| | | |

| Age: | Address (Street, City, State and Zip Code): |
|---|---|
| | |

| Telephone Number: ( ) | Claims Unit: | Employee Branch Unit: |
|---|---|---|
| | | |

Amount of Employee's coverage being claimed: Basic Life $_____ Basic AD&D $_____

Supplemental/Voluntary Life $_____ Suppl/Voluntary AD&D $_____

Are amounts indicated reduced due to age reductions on the policy? ☐ Yes ☐ No

**Note:** Changes in amounts of coverage, or increases in coverage, may not apply if the employee was absent from work due to illness or injury on the effective date of the change or increase. Changes or increases are deferred until the employee returns to active full-time work. If an employee elected increases in coverage during the past two years, attach copies of the election form(s).

Date employee last physically reported to work: _____
Month/Day/Year

Was claim for Long Term Disability or Waiver of Premium ever approved? ☐ Yes ☐ No

Reason employee did not return to work:

Employee's full-time employment: From: _____ To: _____
Month/Day/Year Month/Day/Year

**Group Policy Numbers:** Life: **675831** AD&D: **675831** Voluntary AD&D: **41-ADD-S07951**

| Date of Retirement: | Date of Termination: | Date of death or injury: | Occupation of Deceased/Injured |
|---|---|---|---|
| _____ Month/Day/Year | _____ Month/Day/Year | _____ Month/Day/Year | |

Had this employee requested conversion of this Group insurance to an individual policy? ☐ Yes ☐ No

Are there any absolute assignments on file? ☐ Yes ☐ No If "Yes," explain:

Was an Accelerated Death Benefit/Living Benefit Option ever approved? ☐ Yes ☐ No

Is a Beneficiary Designation Card on file? ☐ Yes ☐ No If "Yes," a copy must be submitted.

## IMPORTANT NOTICE

**For residents of all states *EXCEPT* California, Florida, New Jersey, Colorado, Pennsylvania, Arkansas, New Mexico, Louisiana, New York, Virginia and Puerto Rico:** A person commits a fraudulent insurance act if that person knowingly, and with intent to defraud any insurance company or other person, either: (a) files an application for insurance or statement of claim containing any materially false information, or (b) conceals information concerning any material fact in order to obtain an insurance policy or a benefit under an insurance policy. **A fraudulent insurance act is a crime.** (In Oregon, a fraudulent insurance act may be a crime.) The Hartford shall pursue prosecution of any fraudulent insurance act to the fullest extent of the law.

**For residents of Florida:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.

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

**For residents of Pennsylvania:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects a person to criminal and civil penalties.

**For residents of Colorado: It is unlawful to knowingly provide false, incomplete, or misleading 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 its agent who knowingly provides false, incomplete, or misleading information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to an insurance settlement or award shall be reported to the Colorado Division of Insurance.**

**FOR RESIDENTS OF CALIFORNIA: 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."**

**For residents of Louisiana:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**For residents of New York:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**For residents of Puerto Rico:** Any person who knowingly and with the intent to defraud, presents false information in an insurance request form, or who presents, helps or has presented a fraudulent claim for the payment of a loss or other benefit, or presents more than one claim for the same damage or loss, will incur a felony, and upon conviction will be penalized for each violation with a fine no less than five thousand (5,000) dollars nor more than ten thousand (10,000) dollars, or imprisonment for a fixed term of three (3) years, or both penalties. If aggravated circumstances prevail, the fixed established imprisonment may be increased to a maximum of five (5) years; if attenuating circumstances prevail, it may be reduced to a minimum of two (2) years.

**For residents of Virginia:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

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

Dated:_____ Address: **1305 E. Walnut, Des Moines, IA 50319-0150**

**State of Iowa** By: _____
Employer Their Authorized Representative [Please print].

***X*** _____
Signature

( ) _____ ( ) _____
Telephone Number Facsimile Number)

MAIL TO: The Hartford
Group Life/AD&D Claims Unit
P. O. Box 2999
Hartford, CT 06104-2999
1-888-563-1124

## PART II - Beneficiary's Statement

| | |
|---|---|
| **Federal Law** | Federal Law requires us to give you this information. We may have to withhold and send to the IRS 31% of certain reportable payments you may be entitled to. We will not have to withhold this amount if we have your correct Social Security Number, and you state that you have not been notified that you are subject to an IRS back-up withholding order on interest and dividends. |

**Name of Deceased:** _____

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

**By signing below:**

**(1) I Hereby Certify and Agree** that I have not been notified by the Internal Revenue Services (IRS) that I am subject to a back-up withholding on Interest and Dividends. (If you have been so notified, cross out this statement "(1)." Provide your initials and today's date next to the cross out marks).

**(2) I Hereby Certify and Agree** that I have read and understand the IMPORTANT NOTICE on page 3 of this claim form package.

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

## Safe Haven Account

**If your claim is approved and exceeds the current applicable minimum set by the Company, an interest-bearing draft account will be opened for you, and you will promptly receive your personalized drafts. You may immediately utilize all or a portion of those funds by writing your drafts against that account. The funds in the account will earn interest at a competitive rate.**

**Arkansas, Colorado, Florida and Nevada Residents Only -** in order for a SAFE HAVEN ACCCOUNT to be established the beneficiary **must** select the option as noted below. ***Failure to select the SAFE HAVEN ACCOUNT will result in benefits being issued in a one-time lump sum settlement.***

☐ SAFE HAVEN OPTION - I wish to participate in the SAFE HAVEN ACCOUNT enrollment. Please forward the appropriate materials to allow me to access my life insurance proceeds.

**Kansas Residents Only -** it should be noted there could be a lengthy delay in the issuance of life insurance proceeds should insolvency of The Hartford occur.

### MEDICAL RELEASE AUTHORIZATION

**I authorize** any physician, medical professional, hospital, covered entity as defined under HIPAA, insurer or other organization or person having any records, dates, or information concerning the deceased or injured's occupation, finances and health including protected health information, individually identifiable health information, summary health information, psychotherapy notes, mental health, HIV, and alcohol/drug records to release all such records in their entirety to Hartford Fire Insurance Company, Hartford Life and Accident Insurance Company, Hartford Life Insurance Company and any affiliate of any one or more of these companies (collectively and severally, the "Company"). I understand that I may receive a copy of this authorization, and that this authorization is valid for the entire duration of this claim, and that I may revoke this authorization at any time by sending a request in writing to the Company. I understand that it may be necessary for the Company to provide such information or summaries thereof to the employer, regulatory state agency, or Workers' Compensation carrier.

| Beneficiary Name (print): | Social Security Number: | Date of Birth: |
|---|---|---|
| Mailing Address: | | Telephone Number: ( ) |
| Signature: X | | Date: |

| Beneficiary Name (print): | Social Security Number: | Date of Birth: |
|---|---|---|
| Mailing Address: | | Telephone Number: ( ) |
| Signature: X | | Date: |

| Beneficiary Name (print): | Social Security Number: | Date of Birth: |
|---|---|---|
| Mailing Address: | | Telephone Number: ( ) |
| Signature: X | | Date: |

**PART III - Claimant's Statement of Accidental Death or Injury**

**MAIL TO: The Hartford**
**Group Life/AD&D Claims Unit**
**P. O. Box 2999**
**Hartford, CT 06104-2999**
**1-888-563-1124**

THE HARTFORD

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

**Group Policyholder/Employer Name:** State of Iowa

**Policy Number(s)**
**Life** 675831 **AD&D** 675831 **Vol. AD&D** 41-ADD-S07951

**Name of Insured Employee/Participant:** | **Social Security Number:** | **Age:**

Has a Workers' Compensation claim been filed? ☐ Yes ☐ No

On what date did the accident happen? _____ Where did the accident happen? City _____ State_____
Please describe all injuries received:

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

Describe in detail how the accident happened:

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

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

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

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

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

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

Name of Beneficiary: | Date:

Address: | Telephone Number: ( )

Your date of birth: _____ In what capacity are you making claim? _____

(Note: if other than beneficiary, attach appropriate legal documents substantiating your authority.)

Your address: | Telephone Number (if different from beneficiary): ( )

Your relationship to deceased or injured: | Your Social Security Number:

Please sign and date the authorization.

**I authorize** any physician, medical professional, hospital, covered entity as defined under HIPAA, insurer or other organization or person having any records, dates, or information concerning the deceased or injured's occupation, finances and health including protected health information, individually identifiable health information, summary health information, psychotherapy notes, mental health, HIV, and alcohol/drug records to release all such records in their entirety to Hartford Fire Insurance Company, Hartford Life and Accident Insurance Company, Hartford Life Insurance Company, and any affiliate of any one or more of these companies (collectively and severally, the "Company"). I understand that I may receive a copy of this authorization, and that this authorization is valid for the entire duration of this claim, and that I may revoke this authorization at any time by sending a request in writing to the Company. I understand that it may be necessary for the Company to provide such information or summaries thereof to the employer, regulatory state agency, or Workers' Compensation carrier.

SIGNATURE OF PERSON COMPLETING THIS FORM: | DATE:

***X***

**PART IV - Attending Physician's Statement**
**Dismemberment - Loss of Sight/Hearing/Speech**

**Please print - Use a separate sheet of paper, if necessary**

| Patient's Name: | Social Security Number: |
|---|---|
| Address (Street, City, State & Zip Code): | Date of Birth: |

On what date did you first examine and treat the patient for this injury? _____

Where did you first examine and treat the patient for this injury?

| Had patient previously had medical attention for this injury? ☐ No ☐ Yes If "Yes," by whom? | Date of injury: |
|---|---|

Describe the injury and its affected body part(s):

What complications, if any, have arisen?

| What surgery was performed? | Date of surgery: |
|---|---|

Name of Surgeon:

| Name of Hospital: | From: _____ To: _____ |
|---|---|

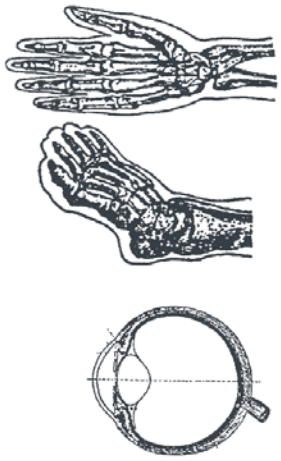
Address of Hospital:

Was the injury described above, of itself, and independent of all other causes, sufficient to require amputation? ☐ Yes ☐ No

Was the injury described solely responsible for the loss? ☐ Yes ☐ No
If "No," give the particulars of any contributing cause or causes?

Was claimant under the influence of alcohol and/or other drugs at the time of the accident or injury?
☐ Yes ☐ No ☐ Unknown

Please indicate location of amputation or area of injury, adding any necessary comments on chart provided.

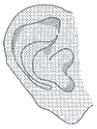




Please indicate best corrected visual acuity and/or area of injury as of _____ (Date).

| | | | |
|---|---|---|---|
| Right eye: _____ | Corrected | _____ | Uncorrected |
| Left eye: _____ | Corrected | _____ | Uncorrected |

Is this loss of sight (due to injury) irrecoverable?
☐ Yes ☐ No



In your medical opinion, has this patient sustained complete and irrecoverable hearing loss due to an injury?

☐ Yes ☐ No ☐ Right ☐ Left ☐ Both

Please provide copies of auditory test results.

In your medical opinion, has this patient sustained complete and irrecoverable loss of speech due to an injury?

☐ Yes ☐ No

Please provide copies of speech test results.

| Physician Name (please print): | Specialty/Degree: |
|---|---|
| | |

Address (Street, City/Town, State/Province, Zip Code):

| Faxsimile number: | Telephone number: | Taxpayer's Identification Number: |
|---|---|---|
| ( ) | ( ) | |

Physician's Signature: Date:

***X***

**Please return completed form(s) to:**

**The Hartford**
**Group Life/AD&D Claims Unit**
**P. O. Box 2999**
**Hartford, CT 06104-2999**
**1-888-563-1124**