Maternity Disability Insurance Claim Packet

Products and financial services provided by American United Life Insurance Company® a OneAmerica® company P.O. Box 7003 Indianapolis, IN 46207 Fax: 1-844-287-9499 Toll Free Phone: 1-855-517-6365 Disability.claims@oneamerica.com



Disability Claim Filing Instructions INSTRUCTIONS – PLEASE READ CAREFULLY AND SUBMIT ALL REQUIRED INFORMATION

We offer four options for filing a disability claim:

1. Call our disability claims team at 1-855-517-6365 (Spanish available). A claims representative is available to assist you between 8 am and 6 pm ET, Monday through Friday. When calling, you should have the following information readily available: Employee's personal information (including social security number), Employer's Name, Group policyholder number, Employee's hire date, contact information for doctors, hospitals or clinics treating the Employee and dates of treatment. You should also have information regarding a worker's compensation or state disability claim if one has been or will be filed.

If you do not wish to call the disability claims team, please complete the following forms and send the forms and supporting documentation to us by:

- 2. Email to Disability.claims@oneamerica.com;
- 3. Fax to 1-844-287-9499; or
- Mail to American United Life Insurance Company, P.O. Box 7003, Indianapolis, IN 46207.

If you have any questions when completing the claim forms, please call a claims representative at 1-855-517-6365.

All questions should be answered fully and accurately before a decision on benefit entitlement can be made. All forms should be completed as follows:

Employee's Statement for Maternity Disability Insurance Claim Form – The Employee should complete this form.

Policyholder's Statement for Disability Insurance Claim Form – The policyholder (Employer) should complete in full and submit the following information:

- Enrollment forms, requests for increase or decrease in coverage amount, approval of Evidence of Insurability, and/or enrollment information from the policyholder's electronic enrollment system.
- Most recent W2 if salary is based on W2.
- · Employee's current job description.

Authorization for Release of Information – The Employee should read, sign and date this form. This form is required for us to obtain additional documentation to support this claim.

Direct Deposit Authorization Agreement – This form should be completed by the Employee if he/she wishes to have disability payments deposited into his/her bank account. Banking information specified on the form should be attached.

Maternity with Complications – For a maternity with complication(s) claim, an *Attending Physician's Statement* may be required. Call our disability claim team at 1-855-517-6365 to verify. The *Attending Physician's Statement* may be obtained from www.employeebenefits.aul.com.

Employee's Statement for Maternity Disability Insurance Claim Form



10	Be Completed By Emp	loyee (/	oiease pi	rint)							
If c Wr	claim form is not comple rite "NA" in non-applica	eted in ble sec	full, dete tions.	rminatio	n of benefits v	will	be delayed until all required inforr	natio	on has been rece	ived.	
1.	Employee's Name						2. Social Security Number		3. Date of Bi	rth	
	Street/Box/Apt.						4. Phone Number				
City, State, Zip							5. Email Address				
6. Employer's Name						7. Employer's Address					
8. Employer's Phone Number						City, State, Zip					
9.	Occupation		10. List	Occupat	ion Duties		☐ Hourly ☐ Manager	nent	☐ Salaried ☐	Executive	
11.	11. Date Last Worked					13	. Date of Last Menstrual Period (LM	IP)	14. Expected Dat	e of Delivery	
15.	15. Have you experienced complications with your pregnancy? If yes, please explain in detail. ☐ Yes ☐ No										
16.	Date of Delivery		□ v	aginal Do	elivery 🗆 C	-Se	ction Delivery				
17.	When were you first to	reated	or your p	regnand	cy?						
Hospital Address/Phone					one	e Number Date(s)					
OB/GYN Doctor Address/Phone					one	e Number Date(s)					
	Primary Care Doctor				Address/Pho	one	Number	Da	te(s)		
18.	Are you receiving any	of the	following	? (check	each benefit	t yo	u are receiving)				
		Α	mount	Begin I	Date End D	ate	Amo	unt	Begin Date	End Date	
	☐ State Disability	\$_					_ □ Vacation/Sick/PT0 \$				

Employee's Statement for Maternity Disability Insurance Claim Form



Tax Withholding					
If benefits are approved, do you want federal income taxes withheld from your payments	s? 🗌 Yes 🔲 No				
If yes, complete the following:					
I request federal income tax withholding from my sick pay payments. I want the followin	g amount withheld from each payment:				
\$					
The minimum amount we can withhold is \$20 per week from weekly payments or \$88 pentered must be in whole dollar amounts. (For example, \$35 not \$34.50) Tax withholding pay payment to less than \$10.00. This designation will remain in effect until you change Federal Tax Withholding by providing an updated IRS W-4S form to us. Please refer to lyou elect not to have federal income tax withheld, you remain liable to pay your taxes to be a support of the supp	g cannot reduce the net amount of each sick or revoke it. You may change or revoke RS form W-4S for additional information. If				
Signature					
The undersigned represents any information or documents provided to American United undersigned prior to and after the date of the application for insurance and the facts and are true and accurate to the best of the undersigned's knowledge and belief. The undersinsurance coverage or benefits are contingent upon any statements made to AUL or its tand correct. The undersigned acknowledges reading and understanding the state specific Authority statements on the following pages.	d other matters contained in the foregoing signed understands and agrees that any hird party administrator as being completed				
Employee Name (please print)	Date				
Employee Signature					
x					

Policyholder's Statement for Disability Insurance Claim Form

Claim is being filed for:

Short-Term Disability

Long-Term Disability

Maternity



To	Be Completed By Emp	loyer <i>(please print</i>	<i>t)</i>					
If t Wr	he claim form is not co ite "NA" in non-applica	mpleted in full, det ble sections.	ermination of be	enefits will be	e delayed until al	l require	d information has been received.	
1.	Employee's Name					2 . Soc	ial Security Number	
	Street/Box/Apt.					3 . Date	e of Birth	
	City, State, Zip		I	Employee's P	hone Number	4 . Reg	ularly Scheduled Hours Per Week	
5.	Date of Hire	7. Employee's Long-Totive Date Disability Effective			•			
9.	Policy Number	10. Policy Class			11 . Wo	I. Work Location		
12.	2. Check Employee's Work Schedule □ Full-Time □ Part-Time □ Exempt □ Non-Exempt □ Seasonal							
13.	Check Regular Workd	ays						
	\square Sunday \square Mond	day 🗌 Tuesday	\square Wednesday	⊓ Thursd	ay 🗆 Friday [☐ Satur	day	
14.	If not at work when di	sability began, che	eck status and p	rovide date	15 . How was er	nployee	paid? (check frequency and types)	
	☐ Terminated ☐ ☐	Leave of Absence	\square Laid Off		Frequency:	☐ We	ekly 🗌 Bi-Weekly	
	☐ Sick Leave ☐ '	Vacation	☐ Resigned			☐ Sen	ni-Monthly \square Monthly	
	☐ Other:		Date:		Type(s):	☐ Hou	ırly 🗆 Bonus	
						☐ Sala	ary \square Commission	
16.	Salary Prior to Date L	ast Worked	17. Date Last S	Salary Increa	se		19. New York DBL	
	Base Weekly Wages	\$					☐ Yes ☐ No	
	W-2 Earnings	\$	18. Employee \	Nork Schedu	le at Time Last V	Vorked	New Jersey TDB	
	Overtime	\$	Days	s per week			☐ Yes ☐ No	
	Commissions	\$	Hou	rs per week			(If yes, complete reverse side)	
	Bonus	\$						
	Hourly Rate	\$						
20.	Date Last Worked	21. Hours Wo	rked That Day	22. Has Emp	loyee Returned t	o Work?	☐ Full-Time	
				☐ Yes	☐ No If yes, D)ate:	Part-Time	
23.	Date Paid Through							
		For: 🗌 Salary Co	ntinuation \square	Vacation \square	Accrued Sick F	Pay 🗆	PTO	
24.	Does your company h	ave a rehire or reti	urn to work poli	cy for disable	ed employees?			
	\square Yes \square No What	at is the name of th	e person we sh	ould contact	if we identify a r	eturn to	work option?	
25.	5. Name/Address of the employee's medical insurance carrier (provide policy or ID No.)							

Policyholder's Statement for Disability Insurance Claim Form

Claim is being filed for:	☐ Short-Term Disability
	☐ Long-Term Disability
	☐ Maternity



26. Employee is Eligible for:	Yes No	If yes, Weekly or Monthly Amount	Wk	Мо	Provider Name/Add	ress D	ate Benefits Begin	Date Benefits End
Salary Continuation		\$						
Disability Pension		\$						
Retirement Pension		\$						
State Disability		\$						
Unemployment		\$						
Social Security		\$						
Workers' Compensation		\$						
Has Workers' Comp. claim been filed?		If Worker's Comp	oensati	on ha	as been denied, subm	it copy of	denial with thi	s claim.
27. Are the Employee's curre	nt wages ex	cempt from FICA?						
☐ Yes ☐ No								
Please complete the below p	oremium que	estions. If not fully	compl	eted,	, this claim will be ta	xed at 100)%.	
28. Percentage of Employee/	Employer co	ontributions to pre	mium fo	or thi	s disability coverage	(as of poli	cy year of disa	bility):
Short-Term Disability								
Employee: 100% Other Mre Employee Contributions: Pre-Tax Deduction Post-Tax Deduction								
Employer: ☐ 100% ☐ 0	Other	. %						
Long-Term Disability								
Employee: \square 100% \square (Other	% Are E	mplove	e Coi	ntributions: Pre-	Tax Deduc	ction Post	-Tax Deduction
Employer: \square 100% \square 0			p.o,o	0 00.		. ax Boaac	7.1011 — 1.000	rax Boadonon
			ا المانية	. r.o.m	ium an an aftar tay ba	naia?	Vac 🗆 Na	
If 100% Employer paid, do you	-	· ·				asis!	res 🗆 No	
If yes, applies to: \square Sh				ısabı	шту			
Or, are premiums paid under	-							
If yes, applies to: She					<u> </u>			
The undersigned represents								
undersigned prior to and afte are true and accurate to the								
insurance coverage or benef								
and correct. The undersigned								
Authority statements on the f	ollowing pa	ges.						
Employer's Name (please prin	nt)				Ph	none Num	ber	
Street Address		City			St	ate		Zip
Employer's Signature (The about of my knowledge)	ove statem	ents are true and	comple	te to	the best Da	ate		
					Er	mail		
X								
	A Job Desc	ription is required	if empl	oyee	is out of work more t	han 6 wee	eks.	

Fraud Notices



- **Fraud Warnings** (For use in AL, AR, DC, LA, 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 may be guilty of a crime and may be subject to fines and confinement in prison.
- Alaska: A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.
- Arizona: For your protection, Arizona law requires the following statement to appear on this
 form. Any person who knowingly presents a false or fraudulent claim for payment of a loss
 is subject to criminal and civil penalties.
- California: For your protection California law requires the following to appear on this form. Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.
- Colorado: It is unlawful to knowingly provide false, incomplete or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment or 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.
- Delaware, Idaho, Indiana, Oklahoma: Any person who knowingly, and with intent to injure, defraud or deceive
 any insurer, makes any statement of claim for the proceeds of an insurance policy containing any false,
 incomplete or misleading information is guilty of a felony.
- **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.
- Kentucky: Any person who knowingly and with intent to defraud any insurance company or other person files
 a statement of a claim or an application 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.
- Maine, Tennessee, Washington: It is a crime to knowingly provide false, incomplete or misleading information
 to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment,
 fines or a denial of insurance benefits.
- Maryland, Rhode Island: Any person who knowingly or willfully presents a false or fraudulent claim for
 payment of a loss or benefit or who knowingly or willfully presents false information in an application for
 insurance is guilty of a crime and may be subject to fines and confinement in prison.
- Minnesota: A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.
- New Hampshire, Ohio: 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.
- New Jersey: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.
- Oregon: Any person who makes an intentional misstatement that is material to the risk may be found guilty of insurance fraud by a court of law.
- Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or any 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 a person to criminal and civil penalties.
- 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.

Discretionary Authority

Products and financial services provided by American United Life Insurance Company* a OneAmerica* company P.O. Box 7003 Indianapolis, IN 46207 Fax: 1-844-287-9499 Toll Free Phone: 1-855-517-6365 Disability.claims@oneamerica.com



The following discretionary authority rights shall apply to all policies except the states below:

DISCRETIONARY AUTHORITY: Benefits under the policy will be paid only if American United Life Insurance Company® (AUL) (or its third party administrator) decides in its discretion the claimant is entitled to them. Except for the functions the policy explicitly reserves to the Participating Unit orTrustee, AUL (or its third party administrator) reserves the right to: 1) manage the policy and administer claims under it; and 2) interpret the provisions and resolve any questions arising under it.

AUL's (or its third party administrator's) authority includes, but is not limited to, the right to:

- 1) establish and enforce procedures for administering the policy and claims under it;
- 2) determine participants' eligibility for coverage and entitlement to benefits;
- 3) determine what information it reasonably requires to make such decisions; and
- 4) resolve all matters when a claim review is requested.

Any decision that AUL (or its third party administrator) makes, in the exercise of its authority, will be conclusive and final subject to any rights under applicable laws such as the Employee Retirement Income Security Act (ERISA). This provision applies only where the interpretation of the policy is governed by ERISA. AUL may delegate some or all of its rights under this Discretionary Authority provision to another person or entity, and AUL hereby desires to share with and delegate rights under this provision to its designated third party administrator.

Such discretionary authority shall not apply in the following states:

- 1. Arkansas
- 2. Alaska
- 3. California
- 4. Colorado
- 5. Hawaii
- 6. Kentucky
- 7. Illinois
- 8. Maine
- 9. Minnesota
- 10. Missouri
- 11. Montana
- 12. Michigan
- 13. New Jersey
- 14. New York
- 15. Oregon
- 16. Rhode Island
- 17. South Dakota
- 18. Texas
- 19. Utah
- 20. Vermont
- 21. Washington
- 22. Washington, D.C.
- 23. Non-ERISA governed policies in New Hampshire

Authorization for Release of Information – HIPAA Compliant

(Excluding Psychotherapy Notes)

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To be signed, dated and returned by the insured/claimant.

Claimant Name:		Claimant Date of Birth:
Claim Number:	Employer Name and Pol	icy Number:
insurance or reinsuring company, the Soc having information available as to diagnot condition and/or treatment of me, and an or records regarding my Social Security, pension, credit, earnings and employment Insurance Company® (AUL) and AUL's reito, any other mental or psychiatric record and drug abuse, and, where permitted by course of examination or treatment. I under the best of examination or treatment. I under the best of examination or treatment of the current disability claim, and may be re-disapecialist or entity, or (b) any other organizer (s) to assist with the evaluation a claim insured by AUL and/or to report age	I or medically related facilicial Security Administrationsis, treatment and prognoty non-medical information FICA earnings history, World history) to give any and insurer(s) excluding psychels, medical, dental and hosy law, HIV/AIDS information above-described representation or person, employing adjudication of my curgregate claims information may be subject to rediscontrols.	ity, federal, state or local government agency, in, consumer reporting agency or employer is with respect to any physical or mental in about me (including any information, data inker's Compensation, State Disability, all such information to American United Life otherapy notes and including, but not limited spital records (including psychiatric, alcohol, in) which may have been acquired in the ion obtained by use of this authorization will sentatives to evaluate and adjudicate my, investigative, financial or vocational ed by or representing AUL or AUL's irrent disability claim or another disability in to AUL. I understand that information used closure by the recipient and may no longer be
This authorization is valid for two (2) year is as valid as the original. I understand th receive a copy of this authorization and the	at my authorized represer	- · · · · · · · · · · · · · · · · · · ·
Indianapolis, Indiana 46206. However, sucreinsurer(s) have relied previously upon tinformation. I understand that AUL cannot However, I understand that my revocation	merica Financial Partners, ch revocation is not effecti his authorization for the u of condition the payment on of, or my failure to sign	Inc., One American Square, P.O. Box 368, ve to the extent that AUL or AUL's
and test results about Human Immunodeficier	ncy Virus (HIV) and Autoimm	uthorization excludes the release of information une Deficiency Disorder (AIDS). A separate f-insured business) is required each time results
administered HIV-related tests, including but r insured is NOT AUTHORIZING AUL to forward	not limited to tests for HIV and the results from any new te with us to perform underwri	any information and test results about previously tibodies, T-Cell counts, AIDS or ARC. The proposed st, requested by us, to any outside, non-affiliated ting services, and AUL shall comply, as applicable
Claimant Signature (or Authorized Repres	sentative):	Date:
Description of Personal Representative's A (*If signed by authorized representative, attack		

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Direct Deposit Authorization Agreement



	ent Direct Deposit
PLEASE PRINT	
Name:	Social Security Number:
Please fill out either the Checking Account Information Sec Section. American United Life Insurance Company® (AUL)	
CHECKING ACCOUNT INFORMATION	
Obtain this information directly from the bottom of	f your check. Please include a copy of a voided check .
Name of Financial Institution:	
Address of Financial Institution:	
Transit/ABA Number:	Account Number:
C 123456789 C	987654321000 - 1001
Transit/ABA Number	Account Number Check Number (do not include)
SAVINGS ACCOUNT / CREDIT UNION INFORMATION	
Please obtain this information	from your financial institution.
Name of Financial Institution:	lip is not applicable for this purpose.
ivalile of i mancial institution.	
Address of Financial Institution:	
T. WADANI I	
Transit/ABA Number:	Account Number:
	Account Number:
AUTHORIZATION I authorize American United Life Insurance Company® (An any payments so deposited to my account. I authorize An account in error. AUL will notify me of the	AUL) to electronically deposit all payments due me from pove. I discharge and release AUL from further liability for AUL to pursue corrections, if necessary, to any amounts e error and amount of overpayment.
AUTHORIZATION I authorize American United Life Insurance Company® (An the policy identified above into the account identified at any payments so deposited to my account. I authorize An credited to my account in error. AUL will notify me of the Any such payments shall be returned to AUL by the Final shall be returned to AUL by me, my legal representative sufficient to make the required correction.	AUL) to electronically deposit all payments due me from cove. I discharge and release AUL from further liability for AUL to pursue corrections, if necessary, to any amounts e error and amount of overpayment. ancial Institution if funds are available in my account or e, my estate or my heirs if the funds in my account are no
AUTHORIZATION I authorize American United Life Insurance Company® (And the policy identified above into the account identified at any payments so deposited to my account. I authorize Any such payments shall be returned to AUL by the Final shall be returned to AUL by me, my legal representative sufficient to make the required correction. I understand that AUL may terminate this electronic fund.	AUL) to electronically deposit all payments due me from cove. I discharge and release AUL from further liability for AUL to pursue corrections, if necessary, to any amounts e error and amount of overpayment. ancial Institution if funds are available in my account or e, my estate or my heirs if the funds in my account are now deposite the funds and for any reason and may make or revoke this authorization at any time by written request

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Disability.claims@oneamerica.com



In the state of California, the following are hereby defined as unfair methods of competition and unfair and deceptive acts or practices in the business of insurance:

California Insurance Code 790.03

- (h) Knowingly committing or performing with such frequency as to indicate a general business practice any of the following unfair claims settlement practices:
- (1) Misrepresenting to claimants pertinent facts or insurance policy provisions relating to any coverages at issue.
- (2) Failing to acknowledge and act reasonably promptly upon communications with respect to claims arising under insurance policies.
- (3) Failing to adopt and implement reasonable standards for the prompt investigation and processing of claims arising under insurance policies.
- (4) Failing to affirm or deny coverage of claims within a reasonable time after proof of loss requirements have been completed and submitted by the insured.
- (5) Not attempting in good faith to effectuate prompt, fair, and equitable settlements of claims in which liability has become reasonably clear.
- (6) Compelling insureds to institute litigation to recover amounts due under an insurance policy by offering substantially less than the amounts ultimately recovered in actions brought by the insureds, when the insureds have made claims for amounts reasonably similar to the amounts ultimately recovered.
- (7) Attempting to settle a claim by an insured for less than the amount to which a reasonable person would have believed he or she was entitled by reference to written or printed advertising material accompanying or made part of an application.
- (8) Attempting to settle claims on the basis of an application that was altered without notice to, or knowledge or consent of, the insured, his or her representative, agent, or broker.
- (9) Failing, after payment of a claim, to inform insureds or beneficiaries, upon request by them, of the coverage under which payment has been made.
- (10) Making known to insureds or claimants a practice of the insurer of appealing from arbitration awards in favor of insureds or claimants for the purpose of compelling them to accept settlements or compromises less than the amount awarded in arbitration.
- (11) Delaying the investigation or payment of claims by requiring an insured, claimant, or the physician of either, to submit a preliminary claim report, and then requiring the subsequent submission of formal proof of loss forms, both of which submissions contain substantially the same information.
- (12) Failing to settle claims promptly, where liability has become apparent, under one portion of the insurance policy coverage in order to influence settlements under other portions of the insurance policy coverage.
- (13) Failing to provide promptly a reasonable explanation of the basis relied on in the insurance policy, in relation to the facts or applicable law, for the denial of a claim or for the offer of a compromise settlement.
- (14) Directly advising a claimant not to obtain the services of an attorney.
- (15) Misleading a claimant as to the applicable statute of limitations.
- (16) Delaying the payment or provision of hospital, medical, or surgical benefits for services provided with respect to acquired immune deficiency syndrome or AIDS-related complex for more than 60 days after the insurer has received a claim for those benefits, where the delay in claim payment is for the purpose of investigating whether the condition preexisted the coverage. However, this 60-day period shall not include any time during which the insurer is awaiting a response for relevant medical information from a health care provider.
- (i) Canceling or refusing to renew a policy in violation of Section 676.10.
- (j) Holding oneself out as representing, constituting or otherwise providing services on behalf of the California Health Benefit Exchange established pursuant to Section 100500 of the Government Code without a valid agreement with the California Health Benefit Exchange to engage in those activities.

In addition to Section 790.03 of the Insurance Code, Fair Claims Settlement Practices Regulations govern how insurance claims must be processed in this state. These regulations are available at the Department of Insurance Internet Web site, www.insurance.ca.gov or by calling the department's consumer information line at 1-800-927-HELP (4357). You may also obtain a copy of this law and these regulations free of charge from this insurer.

