Maternity Disability Insurance Claim Packet

Products and financial services provided by American United Life Insurance Company* a OneAmerica*company P.O. Box 9060 Portland, ME 04104 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
- 4. Mail to American United Life Insurance Company, P.O. Box 9060, Portland, ME 04104.

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

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To	To Be Completed By Employee <i>(please print)</i>										
If c Wr	If claim form is not completed in full, determination of benefits will be delayed until all required information has been received. Write "NA" in non-applicable sections.										
1.	1. Employee's Name						2. Social Security Num	ber		3. Date of B	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	ccupation 10. List Occupation Duties			ion Duties			Hourly Managen	nent	☐ Salaried ☐ Union	Executive
11.	11. Date Last Worked			13	. Date of Last Menstrual I	Period (LM	P) '	14 . Expected Dat	e of Delivery		
15.	5. Have you experienced complications with your pregnancy? If yes, please explain in detail. □ Yes □ No										
16.	6. Date of Delivery Uaginal Delivery C-Section Delivery										
17.	17. When were you first treated for your pregnancy?										
Hospital			Address/Phone Number			Date(s)					
OB/GYN Doctor			Address/Phone Number			Date(s)					
	Primary Care Doctor Address/Pho			one	e Number Date(s)						
18.	Are you receiving any	of the	following	? (check	c each benefi	t yo	u are receiving)				
Amount Begin Date End Date						Amo	unt	Begin Date	End Date		
	☐ State Disability \$					_ □ Vacation/Sick/PTC	\$				

Employee's Statement for Maternity Disability Insurance Claim Form

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Tax Withholding					
If benefits are approved, do you want federal income taxes withheld from your payments? 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 per month for monthly payments. Amounts entered must be in whole dollar amounts. (For example, \$35 not \$34.50) Tax withholding cannot reduce the net amount of each sick pay payment to less than \$10.00. This designation will remain in effect until you change or revoke it. You may change or revoke Federal Tax Withholding by providing an updated IRS W-4S form to us. Please refer to IRS form W-4S for additional information. If you elect not to have federal income tax withheld, you remain liable to pay your taxes for any taxable portion of these payments.					
Signature					
The undersigned represents any information or documents provided to American United Life Insurance Company® (AUL) by the undersigned prior to and after the date of the application for insurance and the facts and other matters contained in the foregoing are true and accurate to the best of the undersigned's knowledge and belief. The undersigned understands and agrees that any insurance coverage or benefits are contingent upon any statements made to AUL or its third party administrator as being completed and correct. The undersigned acknowledges reading and understanding the state specific fraud statements and the Discretionary Authority statements on the following pages.					
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

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To Be Completed By Employer (please print)							
If the claim form is not completed in full, determination of benefits will be delayed until all required information has been received. Write "NA" in non-applicable sections.							
1.	Employee's Name		2. Social Security Number				
	Street/Box/Apt.		3. Date of Birth				
	City, State, Zip		E	Employee's P	ployee's Phone Number 4. Regularly Scheduled Hours Per W		
5.	5. Date of Hire 6. Employee's Short-Term Disability Effective Date			7. Employee's Long-Term Disability Effective Date			8. Occupation
9.	. Policy Number 10. Policy Cla			S	11. Work Location		
12.	Check Employee's Work Schedule Full-Time Part-Time Exempt Non-Exempt Seasonal						
13.	3. Check Regular Workdays						
	□ Sunday □ Monday □ Tuesday □ Wednesday □ Thursday □ Friday □ Saturday						
14.	I. If not at work when disability began, check status and provide date 15. How was employee paid? (check frequency and types)						
	☐ Terminated ☐ □		Frequency:	☐ We	ekly 🗌 Bi-Weekly		
	☐ Sick Leave ☐ '	Resigned			☐ Semi-Monthly ☐ Monthly		
	☐ Other: Date:				Type(s):	☐ Hou	ırly 🗆 Bonus
							ary Commission
16.	Salary Prior to Date L	17. Date Last Salary Increase				19. New York DBL	
	Base Weekly Wages	\$					☐ Yes ☐ No
	W-2 Earnings	\$	18. Employee Work Schedule at Time Last Worked			Vorked	New Jersey TDB
	Overtime	\$	Days	Days per week			☐ Yes ☐ No
	Commissions	\$	Hour	irs per week (If yes, complete rev			(If yes, complete reverse side)
	Bonus	\$					
	Hourly Rate	\$					
20.	D. Date Last Worked 21. Hours Worked That Day 22. Has Employee Returned to Work?					☐ Full-Time	
				☐ Yes	☐ No If yes, □)ate:	Part-Time
23.	Date Paid Through						
	For: 🗌 Salary Continuation 🔲 Vacation 🗀 Accrued Sick Pay 🗀 PTO						
24.	I. Does your company have a rehire or return to work policy for disabled employees?						
	\square Yes \square No What is the name of the person we should contact if we identify a return to work option?					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

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26. Employee is Eligible for:	Yes No	If yes, Weekly or Monthly Amount	Wk Mo	Provider Name/Ad	dress Date Benefit Begin	s 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	ensation h	nas been denied, sub	mit copy of denial with	this claim.
27. Are the Employee's curre	nt wages ex	empt from FICA?				
\square Yes \square No						
Please complete the below p	remium que	stions. If not fully	complete	d, this claim will be	taxed at 100%.	
28. Percentage of Employee/I	Employer co	ntributions to prei	mium for th	is disability coverag	e (as of policy year of c	lisability):
Short-Term Disability						
Employee: \square 100% \square 0 Employer: \square 100% \square 0	Other Other		mployee C	ontributions: 🗆 Pre	e-Tax Deduction 🔲 P	ost-Tax Deduction
Long-Term Disability						
Employee: \square 100% \square 0)ther	% Are F	mnlovee C	ontributions. Pre	-Tax Deduction 🔲 P	ost-Tax Deduction
Employer: \square 100% \square C			inployee o	ontributions. in the	Tax Deduction - 1	ost rax beduction
If 100% Employer paid, do you If yes, applies to: Sho		· ·	-		basis? 🗌 Yes 🔲 N)
				, ,		
Or, are premiums paid under	-			silita.		
If yes, applies to: Sho The undersigned represents a undersigned prior to and afte are true and accurate to the l	any informat r the date of best of the u	ion or documents the application fo ndersigned's know	provided to or insurance wledge and	o American United L e and the facts and o d belief. The undersig	other matters contained Ined understands and a	d in the foregoing agrees that any
insurance coverage or benefit and correct. The undersigned		. ,				• .
Authority statements on the fo	ollowing pag	jes.				-
Employer's Name (please prin	nt)				Phone Number	
Street Address		City			State	Zip
Employer's Signature (The ab of my knowledge)	ove stateme	ents are true and o	complete t	o the best	Date	
X					Email	
	A Job Descr	iption is required	if employe	e is out of work more	than 6 weeks.	

Fraud Notices

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• 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 quilty 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

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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 Po	licy Number:
pharmacist, hospital, clinic, other medinsurance or reinsuring company, the having information available as to dia condition and/or treatment of me, and or records regarding my Social Securipension, credit, earnings and employr Insurance Company® (AUL) and AUL's to, any other mental or psychiatric recorded drug abuse, and, where permitted course of examination or treatment. I be used by AUL, AUL's reinsurer(s) are current disability claim, and may be respecialist or entity, or (b) any other or reinsurer(s) to assist with the evaluation claim insured by AUL and/or to report	dical or medically related facilial Social Security Administration and progned any non-medical information ity, FICA earnings history, Woment history) to give any and a reinsurer(s) excluding psychologists, medical, dental and hold by law, HIV/AIDS information and the above-described representation or person, employ on and adjudication of my cut aggregate claims information ation may be subject to rediscontant.	yed by or representing AUL or AUL's arrent disability claim or another disability on to AUL. I understand that information used closure by the recipient and may no longer be
	d that my authorized represer	y signature. A photocopy of this authorization ntative or I have the right to request and pertains.
I understand that I have the right to renotification to Attn: Privacy Officer, Or Indianapolis, Indiana 46206. However, reinsurer(s) have relied previously upon information. I understand that AUL ca However, I understand that my revocations.	evoke this authorization in wr neAmerica Financial Partners , such revocation is not effect on this authorization for the unnot condition the payment of ation of, or my failure to sign	iting, at any time, by providing written , Inc., One American Square, P.O. Box 368,
and test results about Human Immunodef	iciency Virus (HIV) and Autoimm	nuthorization excludes the release of information nune Deficiency Disorder (AIDS). A separate If-insured business) is required each time results
administered HIV-related tests, including binsured is NOT AUTHORIZING AUL to forward	out not limited to tests for HIV ar ward the results from any new to ract with us to perform underwr	any information and test results about previously ntibodies, T-Cell counts, AIDS or ARC. The proposed est, requested by us, to any outside, non-affiliated iting services, and AUL shall comply, as applicable
Claimant Signature (or Authorized Rep	presentative):	Date:
Description of Personal Representative (*If signed by authorized representative, a		

Page 1 of 1 G-27041 12/5/18

Direct Deposit Authorization Agreement

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\square New Direct Deposit \square Char	nge to Current Direct Deposit Cancel Direct Deposit					
PLEASE PRINT						
Name:	Social Security Number:					
Please fill out either the Checking Account Information Section. American United Life Insurance Compa	mation Section or the Savings Account/Credit Union Information any® (AUL) will only deposit to one account.					
CHECKING ACCOUNT INFORMATION						
Obtain this information directly from the	e bottom of your check. Please include a copy of a voided check .					
Name of Financial Institution:						
Address of Financial Institution:						
Transit/ABA Number:	Account Number:					
C 1234567	789 : 987654321000 * 1001					
Transit/ABA No	umber Account Number Check Number (do not include)					
SAVINGS ACCOUNT / CREDIT UNION INFORM	IATION					
Please obtain this information from your financial institution. The information on your deposit slip is not applicable for this purpose.						
Name of Financial Institution:						
Address of Financial Institution:						
Transit/ABA Number:	Account Number:					
ALITHORIZATION						
Authorize American United Life Insurance Company® (AUL) to electronically deposit all payments due me from the policy identified above into the account identified above. I discharge and release AUL from further liability for any payments so deposited to my account. I authorize AUL to pursue corrections, if necessary, to any amounts credited to my account in error. AUL will notify me of the error and amount of overpayment. Any such payments shall be returned to AUL by the Financial Institution if funds are available in my account or shall be returned to AUL by me, my legal representative, my estate or my heirs if the funds in my account are not						
sufficient to make the required correction.	ctronic fund transfer at any time and for any reason and may make					
	I that I may revoke this authorization at any time by written request					
Signature:	Date:					

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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.

