



THE EPIC LIFE INSURANCE COMPANY
P.O. Box 2993 • Hartford, CT 06104-2993

APPLICATION FOR LONG TERM DISABILITY INCOME BENEFITS

This application package is divided into four sections, as follows:

- Section I** **Employer's Statement** - to be completed by the employer's authorized representative. Be sure to provide any necessary attachments (see Section J).
- Section II** **Employee's Statement** - to be completed by the employee who is applying for Long Term Disability benefits. Please attach a copy of the employee's driver's license.
- Section III** **Authorization to Obtain Information** - to be signed by the employee.
- Section IV** **Attending Physician's Statement** - to be completed by the physician who is treating the employee.

PLEASE SEE THAT ALL SECTIONS ARE FULLY COMPLETED AND SIGNED.
FORWARD THE COMPLETED APPLICATION TO:

The EPIC Life Insurance Company
Claims Department
P.O. Box 2993
Hartford, CT 06104-2993
(866) 779-2083

APPLICATION FOR LONG TERM DISABILITY INCOME BENEFITS

**Section I
Employer's Statement**

To be Completed by the Employer

This claim is for (<i>Employee's Name</i>)	Social Security Number	Date of Birth
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Employee's Address (*Street, City, State, Zip*)

A. Information About the Employer

Company's Name	Group Policy Number
Address (<i>Street, City, State, Zip</i>)	Telephone Number
Name and address of division where employee works (<i>if different from above</i>)	Fax Number

B. Information About the Employee

Date employee was hired	Date employee became insured under this plan	What was the employee's regularly scheduled work week? _____ hours per week
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Was the employee's LTD insurance issued on the basis of answers to Health Questions completed on the Employee's Application for Group Insurance? Yes No If "Yes," attach copy.

Was the employee insured under your prior LTD policy? Yes No
If "Yes," please provide the inclusive date of coverage. From _____ Through _____

Has the employee been terminated? Yes No If "Yes," date: _____
Reason:

Was the employee on Qualified Family Leave when disability began? Yes No

Did LTD insurance continue while on Family Leave? Yes No

Date Leave of Absence started under Family Leave Act _____

C. Information Needed for Withholding and Reporting Taxes

Based on the employer/employee premium contributions made over the last 3 years, what percentage of the LTD benefits is considered taxable? _____ %. (*See Section 7 of IRS Publication 15-A for information on determining the taxable percentage.*)

D. Information About the Claim

Were there any changes to the employee's job responsibilities due to the disabling condition before the employee became totally disabled?
 Yes No If "Yes," what were the changes, and when were they made?

What was the employee's permanent job on his or her last day at work? _____ How long had the employee been in this job? _____

Last day employee actually worked	On that day, did the employee work a full day? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," how many hours were worked? _____
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Why did employee stop working?	Is the employee's condition work related? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Has a claim been filed with Workers' Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," send initial report of illness or injury and award notice.	Date employee is expected/did return to work _____ (<i>Month, Day, Year</i>) Full time? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Name and address of your compensation carrier

E. Information About Your Pension Plan (*Do not complete for maternity claim.*)

Do you have a pension plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," what type? (<i>Check as many as applicable.</i>) <input type="checkbox"/> Defined benefit <input type="checkbox"/> 401 K <input type="checkbox"/> Other (specify) <input type="checkbox"/> Defined contribution <input type="checkbox"/> Profit Sharing
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Is the employee eligible for your pension plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," why?	If eligible, does the employee participate? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," why?
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If the employee is participating, when is he or she eligible for benefits under the plan? _____
(*Month, Day, Year*)

At what point does the employee qualify for a full pension? _____

Is there a Disability Retirement Option available to this employee? Yes No

F. Information About Your Rehire or Return-to-Work Policies

Does your company have a rehire or return-to-work policy for disabled employees? Yes No
 What is the name and title of the manager we should contact if we identify a rehabilitation or return-to-work option?

G. Information About the Employee's Salary

Basic salary or wage immediately prior to cessation of work because of disability (exclude bonuses, overtime, pay, etc.)
 \$ _____ Monthly Weekly Annually Hourly # Hours/Week _____

Is this employee eligible for salary continuation?
 Yes No If "Yes," what is the weekly amount? \$ _____ When do benefits begin? _____ End? _____

Will the employee file for Short Term or State Disability benefits?
 Yes No If "Yes," what is the weekly amount? \$ _____ When do benefits begin? _____ End? _____

List any other sources of income to which the employee is entitled as a result of this disability:

H. Information About the Physical Aspects of the Employee's Job

Check the items below that relate to the employee's job and complete the information requested. Use these definitions for the frequency of occurrence:
Not Applicable means the person does not perform this activity.
Occasionally means the person does the activity up to 33% of the time.
Frequently means the person does the activity 34% to 66% of the time.
Continuously means the person does the activity 67% to 100% of the time.

Activity	Frequency of Occurrence			
	N/A	Occasionally	Frequently	Continuously
<input type="checkbox"/> Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Reaching/working overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Keyboard Use/Repetitive Hand Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity	Description	Frequency	Weight
<input type="checkbox"/> Pushing	_____	_____	_____ lbs.
<input type="checkbox"/> Pulling	_____	_____	_____ lbs.
<input type="checkbox"/> Lifting	_____	_____	_____ lbs.
<input type="checkbox"/> Carrying	_____	_____	_____ lbs.

Can the job be performed by alternating sitting and standing? Yes No

What are the major tasks requiring the use of one or both hands? Indicate the percentage of the employee's workday that is spent on each of these tasks.

_____	_____ %
_____	_____ %
_____	_____ %

I. Information About the Job as it Relates to the Disability

Can the job be modified to accommodate the disability either temporarily or permanently? Yes No If "Yes," explain.

Is it possible to offer the employee assistance in doing the job (e.g., through the use of technology or personal assistance)?

Yes No If "Yes," explain.

J. Required Attachments and Signature

Please attach a copy of the employee's job description.

If the employee contributes to the premium for LTD coverage, attach a copy of the enrollment form and/or copies of the last two Flexible Benefits Election forms.

If salary is based on a W-2, K-1, 1099, or a similar document, attach a copy of the document.

If you have medical information from the employee's file relating to this disability, please attach copies.

If a Workers' Compensation claim is filed, send initial report of injury or illness and award notice.

Name of person completing this form (if this claim is approved for disability benefits, the benefit check will be sent to the employee with a copy to you).

Name (Please print or type)

Title

Signature

Date

C. Information About the Condition Causing Your Disability

1. For illness, answer the following questions:

What were your first symptoms?

When did you first notice them?

Have you had this illness before? If so, when?

2. For an injury, answer the following questions:

When, where and how did the injury occur?

3. For Illness, Injury or Pregnancy, answer the following questions:

Date you were first treated by a physician?

Name of Physician _____

(Month Day Year)

Address of Physician _____

Before you stopped working, did your condition require you to change your job, or the way you did your job?

Yes No If "Yes," explain.

What aspect of your condition made you unable to work?

Is your condition related to your occupation?

Yes No If "Yes," explain.

Have you filed, or do you intend to file a Workers' Compensation claim? Yes No

D. Information About the Disability

Last day you worked before the disability

Did you work a full day? Yes No

If "No" explain.

Date you were first unable to work

(Month Day Year)

(Month Day Year)

Since that date, have you done any work? Yes No

If "Yes," please indicate dates worked, name of employer, and amount earned.

If you have not returned to work, do you expect to?

Yes Part time (date) _____ Full time (date) _____

No

E. Information About Physicians and Hospitals

First medical attention for the current disability was given by (complete below)

Doctor's Name

Telephone ()

FAX: ()

Specialty

Address (Street, City, State, Zip)

Dates seen

to

List all Physicians and Hospitals you have seen for this condition (attach separate sheet, if needed)

Doctor's Name

Telephone ()

FAX: ()

Specialty

Address (Street, City, State, Zip)

Dates seen

to

Hospital

Address (Street, City, State, Zip)

Dates of Confinement

to

Have you consulted any other physicians or been hospitalized in the past three years? Yes No

If "Yes," complete the following concerning your past treatment (attach separate sheet, if needed)

Doctor's Name

Telephone

FAX: ()

Specialty

Address (Street, City, State, Zip)

Dates seen

to

Hospital

Address (Street, City, State, Zip)

Dates of Confinement

to

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F. Other Income

Check the other income benefits you have received/are receiving, or are eligible to receive during your disability (complete the information requested).

<u>Source of Income</u>	<u>Amount(week /month)</u>	<u>Date Claim was filed</u>	<u>Date Payments began</u>	<u>Date Payments ended</u>
Social Security/Retirement	\$____/_____	_____	_____	_____
Social Security/Disability	\$____/_____	_____	_____	_____
Sick Pay or Salary Continuation	\$____/_____	_____	_____	_____
Income from Work	\$____/_____	_____	_____	_____
Workers' Compensation	\$____/_____	_____	_____	_____
State Disability	\$____/_____	_____	_____	_____
Pension/Retirement	\$____/_____	_____	_____	_____
Pension/Disability	\$____/_____	_____	_____	_____
Short Term Disability	\$____/_____	_____	_____	_____
Unemployment	\$____/_____	_____	_____	_____
No-Fault Insurance	\$____/_____	_____	_____	_____
Other (include Individual or Group Benefits)	\$____/_____	_____	_____	_____

G. Information about Tax Withholding

Federal law requires us to withhold federal income tax from your check **if you request us to do so**. We are also required to send a report to your employer at the end of each calendar year showing your name, total amount of benefits paid to you, total amount withheld, if any, and your social security number. If you want us to withhold tax, please indicate on the line below the dollar amount to be withheld per benefit check. Whole dollars only (*minimum is \$87.00 per month*): \$_____ .00.

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H. Signature

With the exception of any source(s) of income reported above in Section F of this form, I certify by my signature that I have not and am not eligible to receive any source of income, except for my EPIC disability income plan. Further, I understand that should I receive income of any kind or perform work of any kind during any period EPIC has approved my disability claim, I must report all details to EPIC, immediately.

If I receive disability benefits greater than those which should have been paid, I understand that I will be required to provide a lump sum repayment to EPIC. EPIC has the option to reduce or eliminate future disability payments in order to recover any overpayment balance that is not reimbursed.

For residents of all states EXCEPT California, Florida, New Jersey, Colorado, Pennsylvania, Arkansas, New Mexico, Louisiana, Oregon, and Virginia: 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.** EPIC 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, New Mexico, and Louisiana: 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 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 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 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.

The statements contained in this application for Long Term Disability Income Benefits are true and complete to the best of my knowledge and belief.

X _____ X _____
SIGNATURE OF THE EMPLOYEE DATE

PLEASE ATTACH A COPY OF YOUR DRIVER'S LICENSE OR ANOTHER DOCUMENT THAT VERIFIES YOUR DATE OF BIRTH.

Authorization to Obtain and Release Information

TO: Any physician, medical practitioner, hospital, pharmacy, clinic or other medical or medically-related facility or provider of medical or dental services or supplies; any employer, group policyholder, contract holder or insurer, benefit plan administrator, Medical Information Bureau, Inc., Health Claims Index, The Index System, business entities, financial institutions, consumer reporting agencies, educational institutions, or any Federal, State or Local Government Agency, including Social Security Administration and Veterans Administration.

I authorize you to release and send to: EPIC a complete copy of any and all of the following information, records or documents relative to

_____ Insured's Name (Please print.)

_____ (Date of Birth) _____ (Social Security Number)

- 1. Any and all medical information, including x-ray films, photocopies of medical records, medical histories, physical, mental, or diagnostic examinations, and treatment notes. For purposes of this authorization, medical information specifically includes confidential information regarding HIV/AIDS, communicable diseases, alcohol or drug abuse, and mental health, as such information may relate to my claim for benefits.
2. Work information and history, including, but not limited to, job duties, earnings and personnel records, client lists, any and all other work-related information for contractual work performed; information on any insurance coverage and claims filed, including all records and information related to such coverage and claims; credit information, including, but not limited to, credit reports and credit applications; other financial information, e.g., bank records; business transactions of any kind or description, including billing, invoices or payment records of any kind; and academic transcripts.
3. Information concerning Social Security benefits, including, but not limited to, monthly benefit amounts, monthly payment amounts, entitlement dates, and information from my Master Beneficiary Record.

I further authorize EPIC to request a report from the Medical Information Bureau (MIB), which is an association of life insurance companies that operates the Health Claim Index (HCI) on behalf of subscriber insurers. I understand that EPIC may also send a brief report to HCI. An HCI report includes the dates of claims filed for or by me, claim date of loss and the names of companies to which claims were submitted, but does not contain medical information. Upon receipt of a request from me, MIB will arrange disclosure of any information it may have in my HCI file. If I question the accuracy of information in the file, I may contact MIB and seek a correction in accordance with the procedures set forth in the Federal Fair Credit Reporting Act. The address of MIB, Inc.'s information office is Post Office Box 105, Essex Station, Boston, MA 02112, telephone number (617) 426-3660.

I understand that the information obtained by use of the Authorization will be used for the purpose of evaluating and administering a claim for benefits. Any information obtained will not be released by EPIC to any person or organization EXCEPT to reinsuring companies or their representatives, The Index System, Medical Information Bureau, Health Claim Index, physicians who have treated me, or other persons or organizations performing business or legal services in connection with my Claim, or as may be otherwise lawfully required, or as I may further authorize, or as may be necessary to prevent or to detect the perpetration of a fraud.

I know that I may request to receive a copy of this Authorization.

This Authorization is given in connection with a claim for benefits. I intend that it be valid for the duration of the claim.

A photocopy or facsimile of this authorization shall be valid as the original.

_____ Signature of Insured or Guardian

_____ Relationship to Insured (if signed by Guardian)

_____ Date

APPLICATION FOR LONG TERM DISABILITY INCOME BENEFITS

Section IV

ATTENDING PHYSICIAN'S STATEMENT OF DISABILITY

To be completed by the Employee

Name of patient _____ Social Security Number _____ D.O.B _____

Address of patient _____ Street _____ City _____ State or Province _____ Zip Code or Postal Code _____

Employer's name (and division, if applicable) _____

I hereby authorize release of information on this form by the below _____ Signed (Patient) _____ Date: _____ named physician for the purpose of claim processing.

To be completed by the Attending Physician (The patient is responsible for the completion of this form without expense to the Company.)

Patient's condition is the result of: Illness Injury Pregnancy Height _____ Weight _____

If pregnancy, what is the expected date of delivery? Month _____ Day _____ Year _____

Is condition due to illness or an injury that is work related? Yes No

DIAGNOSIS

Primary diagnosis: _____ ICD-9 Code: _____

Secondary diagnosis(es): _____ ICD-9 Code(s): _____

Subjective symptoms: _____

Test Results (list all results, or enclose test):

Test: _____ Date: _____ Results: _____

Test: _____ Date: _____ Results: _____

Physical examination findings: _____

If pregnancy, indicate LMP date: Month _____ Day _____ Year _____

TREATMENTS

Date you first treated this patient: _____ Date you first treated this patient for this condition: _____

Date of onset of this condition: _____ Date of most recent treatment: _____

How often has patient been seen/treated? _____ Date of next office visit: _____

Has patient been referred to any other physician? Yes No If "Yes," Date(s): _____

Name and address: _____

Specialty: _____

Nature of treatment for this condition: _____

Has surgery been performed? Yes No If "Yes," Date: _____ Procedure: _____ CPT Code: _____

Was patient hospitalized for this condition? Yes No If "Yes," Date(s) admitted: _____ Date(s) discharged: _____

Name and address of hospital(s): _____

Progress (Please check one.): Recovered Improved Unchanged Retrogressed

APPLICATION FOR LONG TERM DISABILITY INCOME BENEFITS

ATTENDING PHYSICIAN'S STATEMENT OF DISABILITY (Side two)

IMPAIRMENT

If the patient's ability to perform any of the following activities is limited by his/her disorder, please describe the extent of the limitation and its expected duration.

Standing: _____

Walking: _____

Sitting: _____

Lifting/carrying: _____

Reaching/working overhead: _____

Pushing: _____

Pulling: _____

Driving: _____

Keyboard use/repetitive hand motion: _____

If any other activities are limited, please specify the activities and the limitations: _____

If the patient's vision is impaired, please describe the extent of the impairment: _____

Do you believe the patient is competent to endorse checks and direct the use of the proceeds thereof? Yes No

What is the psychiatric impairment (if applicable)?

- Inadequate information to make assessment.
- Essentially good functioning in all areas. Occupationally and socially effective.
- Slight difficulty in occupational functioning, but generally functioning well. Has some meaningful interpersonal relationships.
- Moderate impairment in occupational functioning. Limited in performing some occupational duties.
- Major impairment in several areas--work, family relations. Avoidant behavior, neglects family, is unable to work.
- Inability to function in almost all areas.

Date patient became unable to work due to this impairment? Month _____ Day _____ Year _____

If physical or psychiatric limitations exist, how long do you feel limitations will last? _____

Attending Physician's Name: _____ Telephone # _____
(Please print or type.)

License No. _____ FAX # _____

SS# or E.I.N.#: _____ Degree: _____ Specialty: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Signature: _____ Date signed: _____