

- How to File Your Claim:**
- (A) Complete all questions CLAIMANT'S STATEMENT, Part I. If additional space is needed, attach separate sheet.
  - (B) Sign and date completed form.
  - (C) Have EMPLOYER'S STATEMENT, Part II, completed and signed by your employer (Reverse Side).
  - (D) Have DOCTOR'S STATEMENT, Part III, completed and signed by your doctor (Reverse Side).
  - (E) Send form to: Administrative Concepts, Inc., P.O. Box 4000, Collegeville, PA 19426-9000

**IN ORDER TO AVOID DELAY, PLEASE ANSWER ALL QUESTIONS COMPLETELY**

### PART I CLAIMANT'S STATEMENT

Insured's Name	First	M.I.	Social Security number	Date of birth	Certificate #
Residence			Residence telephone # Business telephone #		
Were you employed when disability began <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give your occupation, employer's name and address			
Date of accident		Describe injuries sustained. If accident, state where or how it occurred.			
Date you stopped working because of this condition	Period of total disability From: To:		Period of partial disability From: To:		List job duties you are unable to perform while partially disabled or residually disabled.
Date you resumed any work?					
Medical treatment in the past five years, including current physicians:					
Date	Doctor, hospital or clinic name			Address	
List other sources of disability income benefits claimed, including Worker's Compensation and Social Security, (if none, indicate by writing "none".)					
Company/organization	Address		Policy/claim #	Benefit amount	
Have you filed for Social Security Disability income? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please enclose a copy of the award or denial letter.					
Is the condition related to an auto accident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide us with a copy of the accident report.				If yes, provide name and address of the insurance company. Include policy #.	
Are you self-employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, indicate type of business entity: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> C Corp <input type="checkbox"/> S Corp Does your employer/business contribute to payment of your premiums? <input type="checkbox"/> Yes <input type="checkbox"/> No			

I authorize any physician, health care practitioner, pharmacy, hospital, other medical facility, insurance company, employer, benefit plan administrator, Veteran's Administration, Internal Revenue Service, consumer reporting agency, financial institutions, the Social Security Administration, any insurance support organization, release all information regarding the non-medical and medical history, diagnosis and prognosis, treatment, (including drug and alcohol abuse information), disability, employment, earnings or benefits under other insurance coverage to ACE American Insurance Company, EQUIFAX Services or any Consumer Reporting Agency acting on behalf of the Company for the purpose of determining benefits payable in connection with any claim, or any other use as law permits.

I authorize ACE American Insurance Company or its reinsurers to request dates of past and present claims and names of insurers, excluding medical or personal information, from the Health Claims Index operated for subscriber insurers by the Medical Information Bureau (MIB), an association of life insurance companies. I understand the dates of my past and present claims may be reported to MIB.

A copy of this authorization will be sent to me upon request. This photocopy of the original shall be valid for two years from the date of the signature, or for the duration of the claim, whichever is longer.

Any person who knowingly presents a false or fraudulent claim for payment of 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.

*Please see attached form.*

**Signature** \_\_\_\_\_

(over)

**Date** \_\_\_\_\_

**PART II****EMPLOYER'S STATEMENT**

This section must be completed if the business actually contributes to the premiums for the insured's Policy(s):

- Employers/Business's contribution to the premiums for this policy(s) is \_\_\_\_\_%
- Employers/Insured has paid the maximum FICA taxes for the current year  Yes  No
- Employers/Business is exempt from Social Security Taxes  Yes  No
- Employer Tax ID # \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

**(Do not complete the balance of this Employer's Statement if the insured is self-employed.)**

\_\_\_\_\_  
Employer's name

\_\_\_\_\_  
Business telephone #  
( )

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Claimant's occupation?

\_\_\_\_\_  
Weekly Salary

\_\_\_\_\_  
Usual duties?

\_\_\_\_\_  
Full-time work

\_\_\_\_\_  
Date ceased?

\_\_\_\_\_  
Date resumed?

\_\_\_\_\_  
Part-time work

\_\_\_\_\_  
Date ceased?

\_\_\_\_\_  
Date resumed?

\_\_\_\_\_  
Name and address of compensation carrier (if applicable)

\_\_\_\_\_  
Representative's name/phone

Please list any other disability benefits this employee is eligible for through your company.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Official position/title

\_\_\_\_\_  
Phone number

( )

**PART III ATTENDING PHYSICIAN'S STATEMENT (Please Answer All Questions)****Diagnosis (Standard Medical Nomenclature) ICE8.CM a/o DSM III.R codes and impairments:**

Diagnosis and concurrent conditions

(If diagnosis code other than ICDA used, give name):

\_\_\_\_\_  
Date symptoms first appeared or accident happened:

\_\_\_\_\_  
Date patient first consulted you for this condition:

\_\_\_\_\_  
Has the patient ever had same or similar condition before?  
 Yes  No If yes, when?

\_\_\_\_\_  
Is present condition the sole cause of disability?  Yes  No

\_\_\_\_\_  
If not, what are other contributing factors?

\_\_\_\_\_  
If patient has been hospitalized, give date

\_\_\_\_\_  
Name and address of hospital

\_\_\_\_\_  
Dates of total disability

From: To:

\_\_\_\_\_  
Date of partial disability

From: To:

\_\_\_\_\_  
Is the patient competent to endorse checks and direct the use of the proceeds thereof?

Yes  No

**EXTENT OF DISABILITY**

(a) Is patient now totally disabled?

From any occupation

Yes  No

From patient's regular occupation

Yes  No

(b) If no, when was patient able to go to work?

Mo. \_\_\_\_\_ Day \_\_\_\_\_ Yr. \_\_\_\_\_

Mo. \_\_\_\_\_ Day \_\_\_\_\_ Yr. \_\_\_\_\_

(c) If yes, please estimate when patient will be able to resume working?

**Approx. date**

Mo. \_\_\_\_\_ Day \_\_\_\_\_ Yr. \_\_\_\_\_

Mo. \_\_\_\_\_ Day \_\_\_\_\_ Yr. \_\_\_\_\_

1-3 months  6-12 months  
 3-6 months  Never

1-3 months  6-12 months  
 3-6 months  Never

\_\_\_\_\_  
Name and address of referring physician

\_\_\_\_\_  
Name and address of any other practitioner treating this patient

\_\_\_\_\_  
Dates of treatment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attending physician (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Degree

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City or town

\_\_\_\_\_  
State (or province)

\_\_\_\_\_  
Zip code

(over)

## IMPORTANT NOTICE

**Notice of Alabama Claimants:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution, fines, or confinement in prison, or any combination thereof.

**Notice to Alaska Claimants:** 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.

**Notice to Arizona Claimants:** For your protection, Arizona law requires the following 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.

**Notice to Arkansas Claimants:** 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.

**Notice to California Claimants:** For your protection California law requires the following to appear on this form. Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**Notice to Colorado Claimants:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**Notice to District of Columbia Claimants: WARNING:** It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and / or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

**Notice to Delaware Claimants:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony.

**Notice to Florida Claimants WARNING:** 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.

**Notice to Idaho Claimants:** Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information, is guilty of a felony. The lack of such a statement shall not constitute a defense against prosecution under this section.

**Notice to Indiana Claimants:** A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

**Notice to Kentucky Claimants:** Any person who knowingly and with intent to defraud any insurance company or other person files a 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.

**Notice of Louisiana Claimants:** 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.

**Notice to Maine Claimants:** 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.

**Notice to Maryland Claimants:** 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.

**Notice to Minnesota Claimants:** A person who files a claim with intent to defraud or helps commits a fraud against an insurer is guilty of a crime.

**Notice to New Hampshire Claimants:** Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

**Notice to New Jersey Claimants:** Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

**Notice to New Mexico Claimants:** 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 CIVIL FINES AND CRIMINAL PENALTIES.

**Notice to New York Claimants Fraud Warning:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and 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.

**Notice to Ohio Claimants:** Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**Notice to Oklahoma Claimants: WARNING:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**Notice to Oregon Claimants WARNING:** Any person who, knowingly, and with intent to defraud any insurance company or other persons 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, may be subject to prosecution for insurance fraud.

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

**Notice to Rhode Island Claimants WARNING:** 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.

**Notice of Tennessee Claimants:** 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.

**Notice to Virginia Claimants:** 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.

**Notice of Washington Claimants:** 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.

**Notice of West Virginia Claimants:** 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.

**Notice to Claimants in all other states:** Any person who knowingly and with intent to defraud or deceive any insurance company files a claim containing any materially false, incomplete or misleading information may be subject to prosecution for insurance fraud.

It is important to note that CHUBB North American Claims and the Accident & Health Division reserves its right to make changes to this language and may require additional fraud warnings incorporated onto the claim forms in the future.