

**Group/Association -  
Total and Permanent Disability / Waiver of Premium**



**MAIL COMPLETED FORM TO:** Cigna  
Pittsburgh Claim Service Center  
P.O. Box 22326  
Pittsburgh, PA 15222-0326  
Toll Free #: 1.800.238.2125 Fax #: 877.300.6770

**NEW YORK 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 \$5000 and the stated value of the claim for each such violation.

**CAUTION:** Any person who, knowingly and with intent to defraud any insurance company or other person: (1) files an application for insurance or statement of claim containing any materially false information; (2) conceals for the purpose of misleading, information concerning any material fact thereto, commits a fraudulent insurance act. For residents of the following states, please see the last page of this form: **California, Colorado, District of Columbia, Florida, Kansas, Kentucky, Maryland, Minnesota, New Jersey, Oregon, Pennsylvania, Rhode Island, Tennessee, Texas or Virginia.**

**SECTION TO BE COMPLETED BY THE EMPLOYER / ADMINISTRATOR**

Name of Employee / Association Member (Last Name) (First Name) (Middle Initial)			Date of Birth	Social Security No.	Sex <input type="checkbox"/> M <input type="checkbox"/> F
Address (Street) (City) (State) (Zip Code)				Telephone #	
Insured's Marital Status <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced		Occupation (Please attach a copy of the employee's Job Description)		Was insurance issued on the basis of a statement of physical condition? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach copy)	
Please check the appropriate blocks regarding the insured's employment status.					
<input type="checkbox"/> Active	<input type="checkbox"/> Exempt	<input type="checkbox"/> Management	<input type="checkbox"/> Supervisory	<input type="checkbox"/> Union Local # _____	<input type="checkbox"/> Salaried <input type="checkbox"/> Full-time
<input type="checkbox"/> Retired	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Non-Management	<input type="checkbox"/> Non-Supervisory	<input type="checkbox"/> Non-Union	<input type="checkbox"/> Hourly <input type="checkbox"/> Part-time Hrs./Wk. _____
Basic Annual Earnings \$	Date Hired/Member of Association	Date of Last Change in Earnings		Date of Last Increase in Benefits	
Date Last Worked	Number of Hours Worked	Effective Date of Insurance		Premium Paid Through Date	
Percentage of Employee Contribution Towards Premium %			Employee's Contribution were made on <input type="checkbox"/> Pre-tax or <input type="checkbox"/> Post-tax Basis		
Policy No.	Amount of Insurance \$				
Division					
Has Employee's / Member's Coverage Terminated? <input type="checkbox"/> Yes <input type="checkbox"/> No			DATE(S) REASON		

**EMPLOYER'S / ADMINISTRATOR'S CERTIFICATION**

Name of Employer / Association	Division	E-Mail Address
Address (Street) City (State) (Zip Code)		Telephone #
Authorized Representative PRINT: _____	SIGNATURE: _____	Date

**TO BE COMPLETED BY THE EMPLOYEE / ASSOCIATION MEMBER**

What was the last day you were able to work due to your disability?	E-Mail Address	Did you apply for conversion of your Group Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please provide policy number and effective date:
Name other sources of income to which you and your dependents are entitled by checking the appropriate sources listed below. Please indicate below the current status of Social Security Disability/Retirement benefit (check appropriate status). If you are receiving Social Security benefits, please provide us with a copy of the most recent decision (Award or Denial).		
<input type="checkbox"/> Social Security <input type="checkbox"/> Awarded <input type="checkbox"/> Denied/No appeal has been filed <input type="checkbox"/> Denied/Filed for Reconsideration <input type="checkbox"/> Denied/At Administrative Law Judge Level <input type="checkbox"/> Other (Comments) _____		
<input type="checkbox"/> Pension	<input type="checkbox"/> Worker's Compensation	_____ Identify Insurance Carrier _____ Policy Number
<input type="checkbox"/> Governmental	<input type="checkbox"/> Disability Insurance	_____ Identify Insurance Carrier _____ Policy Number
Describe in your own words what is wrong with you. (If accident, describe circumstances)		
_____		

**TO BE COMPLETED BY THE EMPLOYEE / ASSOCIATION MEMBER (Cont'd)**

<b>EDUCATION</b>	Level of Education Completed: (circle one) 1 2 3 4 5 6 7 8 9 10 11 12	High School Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	G.E.D. <input type="checkbox"/> Yes <input type="checkbox"/> No
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Vocational, Business or Correspondence School (name, address, courses)

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 Courses: \_\_\_\_\_ Courses: \_\_\_\_\_  
 Certificates or Special Licenses: \_\_\_\_\_

College Education Completed: (circle one) 1 2 3 4 5 6	Major(s)	Degree(s)
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U.S. Military or Naval Science <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Special Training
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<b>WORK HISTORY</b>	Employer	Address
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Date Started	Date Left	Reason
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Job Title	Job Duties	Salary \$
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Employer	Address
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Date Started	Date Left	Reason
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Job Title	Job Duties	Salary \$
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Employer	Address
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Date Started	Date Left	Reason
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Job Title	Job Duties	Salary \$
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<b>MEDICAL HISTORY</b>	Names of all attending physicians consulted for the disability from the last day worked to the present time.
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Name	Address
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Telephone	Fax	Treatment Period(s)	Type of Treatment(s)	Currently Treating You? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Name	Address
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Telephone	Fax	Treatment Period(s)	Type of Treatment(s)	Currently Treating You? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Name	Address
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Telephone	Fax	Treatment Period(s)	Type of Treatment(s)	Currently Treating You? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Names of hospitals	Complete Address	Date entered - Date discharged
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Do you have health care coverage with a Cigna HealthCare plan?  Yes  No

Are you able to take care of all your personal care needs (grooming, dressing, etc.). If no, what areas require assistance?  
 \_\_\_\_\_  
 \_\_\_\_\_

Please indicate the chores you perform on a regular basis (check all that apply)

Cooking  Shopping  Laundry  Cleaning  Child Care  Yard Work, Gardening  Other \_\_\_\_\_

Do you go for walks?  Yes  No If yes, how often and how far to you walk? \_\_\_\_\_

<b>EMPLOYEE'S / ASSOCIATION MEMBER'S CERTIFICATION</b>	
<b>This is to certify that the facts as indicated on this form are true to the best of my knowledge and belief.</b>	
Signature of Employee / Association Member	Date Signed

The issuance of this form is not an admission of the existence of any insurance nor does it recognize the validity of any claim and is without prejudice to the company's legal rights.

# Disclosure Authorization



Claimant's Name: \_\_\_\_\_

**NOTE:** This authorization is designed to comply with HIPAA and relates to information necessary to administer coverage and services under your employer's employee health and welfare plan(s) ("the Plan") and similar or coordinating governmental benefits. You are not required to sign the authorization, but if you do not, the Plan, insurers or other providers of services or coverage under the Plan may not be able to process your request for Plan benefits, coverage or services.

## AUTHORIZATION

I authorize any physician, medical professional or other health care provider, hospital or other medical facility; pharmacy; health plan; other medically related entity; rehabilitation professional; vocational evaluator; employee assistance plan; insurance company, reinsurer, health maintenance organization, third party administrator, broker or other insurance service provider, or similar entity; the Medical Information Bureau; the Association of Life Insurance Companies, which operates the Health Claims Index and the Disability Income Record System; government organization or agency, including the Social Security Administration; any of your social security disability advocates or representatives; financial institution, accountant or tax preparer; consumer reporting agency; and employer or group policyholder that has information about my health, prescriptions, financial, earnings or employment history, or other insurance claims and benefits to provide access to or copies of this information to the Plan and to any individual or entity who provides services to or insurance benefits on behalf of the Plan, including but not limited to the requesting company(ies) named below ("Company"). To the extent I may be eligible for governmental benefits similar to or that coordinate with those available to me under the Plan, I also authorize disclosure of information necessary to apply for or determine my eligibility for such benefits to the relevant government agency and/or vendor providing application assistance.

Information about my health may relate to any disorder of the immune system including but not limited to HIV and AIDS; use of drugs or alcohol; and mental and physical history, condition, advice or treatment, but does not include psychotherapy notes.

I understand that any information obtained with this authorization will be used for evaluating and administering my coverage, including any claim for benefits, or otherwise providing services related to or on behalf of the Plan, which may include, but is not limited to assisting me in returning to work and Plan administration. With respect to governmental benefits similar to or that coordinate with benefits available to me under the Plan, I understand that the information will be used to help determine my eligibility for any such benefits and may include assisting me in applying for the benefits. I understand that the information disclosed under this authorization is subject to redisclosure and may no longer be protected by certain federal regulations governing the privacy of health information, although it will continue to be protected by other applicable privacy laws and regulations.

If my employer, union, and/or group association sponsors any other plans, whether or not underwritten or administered by a Cigna company, the information and/or records obtained may also be shared with the underwriting company (insurer) or administrators of those other plans, including their internal or external health management, disease management, wellness, employee/member assistance program or other similar programs, for the purpose of administering any service, benefit or feature described in those plans.

For any claim for insurance benefits, this authorization is valid for the shorter of 24 months or the duration of my claim. For all other permitted disclosures, this authorization is valid for one (1) year from the date below. I am entitled to a copy of this authorization and a photographic or electronic copy of it is as valid as the original.

I understand that I do not have to give this authorization. If I choose not to give the authorization - or if I later revoke - I understand that the Plan, insurers, or other providers of services or benefits related to the Plan who rely on this authorization may not be able to evaluate or administer my request for Plan benefits, coverage or services and that my request for Plan benefits, coverage or services may be denied as a result. I may revoke this authorization by sending written notice to the Claim Manager handling my claim.

\_\_\_\_\_  
(Claimant's Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date of Birth)

I signed on behalf of the claimant as \_\_\_\_\_ (indicate relationship). If Power of Attorney Designee, Guardian, or Conservator, please attach a copy of the document granting authority.

Company Names: Life Insurance Company of North America, Cigna Life Insurance Company of New York, Cigna Worldwide Insurance Company, Great-West Life & Annuity Insurance Company, First Great-West Life & Annuity Insurance Company, New England Life Insurance Company, Alta Health & Life Insurance Company and Connecticut General Life Insurance Company.

## IMPORTANT CLAIM NOTICE

**California Residents:** 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.

**Colorado Residents:** 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 settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

**District of Columbia Residents:** 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.

**Florida Residents:** 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.

**Kansas Residents:** Any person who knowingly and with intent to defraud any insurance company or other person (1) files an application for insurance or statement of claim containing any materially false information; or (2) conceals for the purpose of misleading, information concerning any material fact thereto, may be guilty of insurance fraud determined by a court of law.

**Kentucky Residents:** 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.

**Maryland Residents:** 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 Residents:** A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

**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 Residents:** Any person who knowingly and with intent to defraud any insurance company or other person: (1) files an application for insurance or statement of claim containing any materially false information; or, (2) conceals for the purpose of misleading, information concerning any material fact, may have committed a fraudulent insurance act.

**Pennsylvania Residents:** 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 such person to criminal and civil penalties.

**Rhode Island Residents:** 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.

**Tennessee Residents:** 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.

**Texas Residents:** 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.

**Virginia Residents:** Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits application or files a claim containing a false or deceptive statement may have violated state law.