



**HARTFORD LIFE INSURANCE COMPANY  
HARTFORD LIFE AND ACCIDENT INSURANCE COMPANY**

**APPLICATION FOR LONG TERM DISABILITY INCOME BENEFITS**

- Section I Employer's Statement** - to be completed by the employer's authorized representative. Be sure to provide any necessary attachments (see Section K).
- Section Ic. Information for Group Life Premium Waiver Benefits** - to be completed by the employer's authorized representative if the employer also has a Group Life Insurance policy with The Hartford that includes a Premium Waiver benefit. Be sure to provide any necessary attachments (see Section K)
- 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 YOUR HARTFORD BENEFIT MANAGEMENT SERVICE CENTER.**

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APPLICATION FOR LONG TERM DISABILITY INCOME BENEFITS**



**Section I - Employer's Section**

**To be Completed by the Employer**

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

**A. Information About the Employer**

Company's Name:	Group Policy Number:
Address: (Street, City, State, Zip)	Telephone Number: ( )
Name and address of division where employee works (if different from above):	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.
Was the employee's LTD insurance issued on the basis of a Personal Health Statement? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," attach copy.		
Was the employee insured under your prior LTD policy? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," please provide the inclusive date of coverage. From _____ Through _____ Has the employee been terminated? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," Date _____ Reason:		
Was the employee on Qualified Family Leave when disability began? <input type="checkbox"/> Yes <input type="checkbox"/> No Did LTD insurance continue while on Family Leave? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Leave of Absence started under Family Leave Act: _____		

**C. Information for Group Life Premium Waiver Benefits**

Does the employee also have Group Life Insurance coverage with The Hartford? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," provide the following information: Basic Amount \$ _____ Supplemental Amount \$ _____ Effective Date of Group Life Insurance coverage: _____
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**D. Information Needed for Withholding and Reporting Taxes**

What percent of this employee's LTD benefits is taxable? _____%. What percentage, if any, do you contribute towards the cost of the LTD premium? _____%. Does the employee contribute towards the cost of the LTD premium? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes," is it on a <input type="checkbox"/> Pre or <input type="checkbox"/> Post Tax basis?
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**E. 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 has the employee been in this job?
Why did employee stop working?	Is the employee's condition work related? <input type="checkbox"/> Yes <input type="checkbox"/> No
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? _____
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: Full time? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name and address of your compensation carrier	

**F. 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 <input type="checkbox"/> Defined benefit <input type="checkbox"/> 401 K <input type="checkbox"/> Other (specify) _____ If "Yes," what type? (Check as many as applicable) <input type="checkbox"/> Defined contribution <input type="checkbox"/> Profit Sharing _____	
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?
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? <input type="checkbox"/> Yes <input type="checkbox"/> No	



**G. 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?

**H. 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 Number of 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:

**I. 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.

_____	_____ %
_____	_____ %
_____	_____ %

**J. 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:

**K. Required Attachments and Signature**

Please attach a copy of the employee's job description.  
 If the employee contributes to the premiums for LTD or Group Life Insurance 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 (cont'd...)**

1b. Next to any Activity of Daily Living (ADL), please place the number shown next to the statement that most accurately reflects your ability/inability to perform each: 1 = I can perform this activity independently; 2 = I can perform this activity with the use of equipment or adaptive devices; 3 = I cannot perform this activity.

- ( ) Bathe (tub, shower, or sponge)      ( ) Transfer from Bed to Chair  
 ( ) Dress      ( ) Voluntary bladder and bowel control or ability to maintain a reasonable level of personal hygiene.  
 ( ) Toilet      ( ) Feed yourself with food that has been prepared and made available to you.

If you indicated (3) for any of the above activities, please describe the impairment and restrictions to your functionality that preclude you from performing this activity.

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Have you suffered a severe Cognitive Impairment that renders you unable to perform common tasks, such as using the phone, money management, or medication management?  Yes  No If "Yes," describe:

**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?  (Month/Day/Year)	Name of Physician  Address of Physician
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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: \_\_\_\_\_  
 (Month/Day/Year)

Did you work a full day?  Yes  No If "No," explain.

Since that date, have you done any work?  Yes  No If "Yes," please indicate dates worked, name of employer, and amount earned.

Date you were first unable to work: \_\_\_\_\_  
 (Month/Day/Year)

If you have not returned to work, do you expect to?  Yes  No Part time \_\_\_\_\_ Full time \_\_\_\_\_  
 (date) (date)

**E. Information About Physicians and Hospitals**

<b>First medical attention for the current disability was given by (complete below)</b>		
Doctor's Name	Telephone ( ) FAX: ( )	Specialty
Address (Street, City, State & Zip Code)		Dates seen to
<b>List all Physicians and Hospitals you have seen for this condition (attach separate sheet, if needed)</b>		
Doctor's Name	Telephone ( ) FAX: ( )	Specialty
Address (Street, City, State & Zip Code)		Dates seen to
Hospital		
Address (Street, City, State & Zip Code)		Dates of Confinement to

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**E. Information About Physicians and Hospitals (Cont'd...)**

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 Code)		Dates seen to
Hospital		
Address (Street, City, State & Zip Code)		Dates of Confinement to

**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).

Source of Income	Amount (week/month)	Date Claim was filed	Date Payments began	Date Payments ended
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 \$88.00 per month): \$ \_\_\_\_\_.00. **IMPORTANT:** If you pay the entire cost of the LTD premium, but on a Post-tax basis per Section I, Part D of the Employer's Statement, you will not be able to request any federal income tax withholding from your check.



**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 received and am not eligible to receive any source of income, except for my Hartford Disability Income. Further, I understand that should I receive income of any kind or perform work of any kind during any period The Hartford has approved my disability claim, I must report all details to The Hartford, 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 the insurance company. The insurance company 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, New York, Virginia and Puerto Rico:** 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.** (In Oregon, a fraudulent insurance act may be a crime.) The Hartford 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, and New Mexico:** 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 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 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 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."**

**For residents of Louisiana:** 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.

**For residents of New York:** 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 residents of Puerto Rico:** Any person who knowingly and with the intent to defraud, presents false information in an insurance request form, or who presents, helps or has presented a fraudulent claim for the payment of a loss or other benefit, or presents more than one claim for the same damage or loss, will incur a felony, and upon conviction will be penalized for each violation with a fine no less than five thousand (5,000) dollars nor more than ten thousand (10,000) dollars, or imprisonment for a fixed term of three (3) years, or both penalties. If aggravated circumstances prevail, the fixed established imprisonment may be increased to a maximum of five (5) years; if attenuating circumstances prevail, it may be reduced to a minimum of two (2) years.

**For residents of 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.

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.



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**Attending Physician's Statement of Disability (Page one)**  
**To be completed by the Employee**

Name of patient	Social Security Number	Date of Birth
Address of patient (Street, City, State & Zip Code)		
Employer's name (and division, if applicable)		
I hereby authorize release of information on this form by the below named physician for the purpose of claim processing.		
Signed (Patient) _____		Date _____

**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: <input type="checkbox"/> Illness <input type="checkbox"/> Injury <input type="checkbox"/> Pregnancy		Height	Weight
If pregnancy, what is the expected date of delivery? _____		If pregnancy, indicate LMP date: _____	
		Month / Day / Year	Month / Day / Year
Is condition due to illness, or an injury that is work related? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**DIAGNOSIS**

Primary diagnosis:	ICD-9 Code:
Secondary diagnosis(es):	ICD-9 Code(s):
Test Results (list all results, or enclose test):	
Test: _____	Date: _____ Results: _____
Test: _____	Date: _____ Results: _____
Physical examination findings:	

**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? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," Date(s) _____		
Name of physician		Specialty
Address of physician:		
Nature of treatment for this condition		
Has surgery been performed? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," Date: _____		
Procedure:		CPT Code:
Was patient hospitalized for this condition? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," Date(s) admitted _____		
Date(s) discharged: _____		
Name of hospital(s):		
Address of hospital(s):		
Progress (Please check one.): <input type="checkbox"/> Recovered <input type="checkbox"/> Improved <input type="checkbox"/> Unchanged <input type="checkbox"/> Retrogressed		

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**Attending Physician's Statement of Disability (page 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.
- 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: (Please print or type.)	Specialty	License Number	Telephone Number ( )
Address: (Street, City, State & Zip Code)	Social Security or E.I.N. Number:		Fax Number ( )

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_