



Group Benefit Associates

3963 W. Belmont Ave., Suite 6
Chicago, IL 60618

LONG TERM DISABILITY CLAIM FORM INSTRUCTIONS

The disability income insurance claim form is composed of three separate sections that need to be completed by you, your physician and your employer.

- **Employee Section:** Please be sure to complete this part clearly and sign where indicated. Be very thorough with your responses (paying special attention to #22, #23, #24 and #25) and attach additional sheets of paper if necessary.
- **Attending Physician's Statement:** Please have the physician that disabled you complete this part. *If you have seen additional physicians, please also include their names, addresses, phone numbers and fax numbers on a separate sheet of paper.*
- **Employer Section/ Physical Demands, Job Description & Requirements:** Even though your policy is purchased through the union, your benefit is based on the income you receive from your particular employer. Your employer assumes no liability or responsibility for your claim by completing this form for you.

Failure to provide proper information and documentation will delay your claim so it is very important the claim form is complete and clear. Once complete, forward the form to our office by mail, fax or a scanned copy by e-mail to:

Group Benefit Associates
3963 W. Belmont Ave., Suite 6
Chicago, IL 60618
773-427-6875 fax
support@groupba.com

HOW YOUR CLAIM WILL BE HANDLED:

Once received by Group Benefit Associates, we will begin waiving your premium as of the date of your disability. The processing of your claim will be handled by Guardian Life Insurance Company and therefore you may inquire with them regarding the status of your claim. Please note that Group Benefit Associates does not have access to information regarding claims determination or benefit payments. However, the assistance of our office can be requested if you encounter difficulty in getting your claim processed. Guardian can be reached Monday through Friday from 8am to 5pm Eastern Standard Time at:

Short-Term Claims Department (for claims payable during the first 6 months of disability)
800-268-2525 phone/ 610-807-8270 fax
Long-Term Claims Department (for claims payable after 6 months of disability)
800-538-4583 phone/ 610-807-9221 fax



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Premium billing questions are handled by Group Benefit Associates at 800-450-1271.