

**HOW TO FILE THIS CLAIM**

The Employee can file a claim by:

EITHER

1. Providing the required claim information to us online any time at [www.RSLClaims.com](http://www.RSLClaims.com).

OR

2. Taking steps A through D below to submit this physical claim form to us:
  - A. Complete all parts on pages 1 through 3. (Please print)
  - B. Print Employee name to the top of pages 2 through 3.
  - C. Sign and date the bottom of page 3.
  - D. Submit completed claim forms to us and any attachments by any of the methods listed on this claim form.

You can submit information to us at any time using the following methods:

Email	<a href="mailto:Voluntaryclaims@rsli.com">Voluntaryclaims@rsli.com</a>
Fax	267-256-3518
Mail	Reliance Standard Life P.O. Box 7307 Philadelphia, PA 19101-7307

**EMPLOYEE INFORMATION**

Employee Name ( <i>Last, First, Middle</i> )	Date Of Birth	Social Security Number	
Street Address	City	Phone	
	State	Zip	Email
Employer Name	Employer Phone Number	VAI/VCI Policy Number	

**PATIENT INFORMATION** (*If not the Employee*)

Name ( <i>Last, First, Middle</i> )	Date Of Birth	Social Security Number
Relationship To Employee ( <i>I.E. Spouse, Child</i> )	If the patient is your child and over 25, is the patient disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**HEALTH CARE PROVIDER INFORMATION**

Health Care Provider Name	Date of Treatment		
Street Address	City	State	Zip Code

Employee Name (*Last, First, Middle*) \_\_\_\_\_

**HEALTH SCREENING TEST ADMINISTERED**

Please Note: Not all benefits that are listed below are available under all policies. Consult the policy for additional information, including definitions.

- |  |   |
|--|---|
| <input type="checkbox"/> ALT/AST (liver function test)<br>Date Administered: (mm/dd/yyyy) _____          | <input type="checkbox"/> Genetic tests<br>Date Administered: (mm/dd/yyyy) _____   |
| <input type="checkbox"/> Biopsy for cancer<br>Date Administered: (mm/dd/yyyy) _____                      | <input type="checkbox"/> Hemocult stool analysis<br>Date Administered: (mm/dd/yyyy) _____   |
| <input type="checkbox"/> Blood test for triglycerides<br>Date Administered: (mm/dd/yyyy) _____           | <input type="checkbox"/> Hepatitis screening<br>Date Administered: (mm/dd/yyyy) _____   |
| <input type="checkbox"/> Bone density testing (DEXA scan)<br>Date Administered: (mm/dd/yyyy) _____       | <input type="checkbox"/> Human Immunodeficiency Virus (HIV) screening<br>Date Administered: (mm/dd/yyyy) _____  |
| <input type="checkbox"/> Bone marrow testing<br>Date Administered: (mm/dd/yyyy) _____                    | <input type="checkbox"/> Mammography<br>Date Administered: (mm/dd/yyyy) _____   |
| <input type="checkbox"/> CA 15-3 (blood test for breast cancer)<br>Date Administered: (mm/dd/yyyy) _____ | <input type="checkbox"/> Pap test<br>Date Administered: (mm/dd/yyyy) _____  |
| <input type="checkbox"/> CA 125 (blood test for ovarian cancer)<br>Date Administered: (mm/dd/yyyy) _____ | <input type="checkbox"/> PSA (blood test for prostate cancer)<br>Date Administered: (mm/dd/yyyy) _____  |
| <input type="checkbox"/> CEA (blood test for colon cancer)<br>Date Administered: (mm/dd/yyyy) _____      | <input type="checkbox"/> Serum cholesterol test to determine level of HDL and LDL<br>Date Administered: (mm/dd/yyyy) _____  |
| <input type="checkbox"/> Chest X-ray<br>Date Administered: (mm/dd/yyyy) _____                            | <input type="checkbox"/> Serum Protein Electrophoresis (blood test for myeloma)<br>Date Administered: (mm/dd/yyyy) _____  |
| <input type="checkbox"/> Colonoscopy<br>Date Administered: (mm/dd/yyyy) _____                            | <input type="checkbox"/> Skin cancer screening<br>Date Administered: (mm/dd/yyyy) _____   |
| <input type="checkbox"/> Echocardiogram<br>Date Administered: (mm/dd/yyyy) _____                         | <input type="checkbox"/> Stress test<br>Date Administered: (mm/dd/yyyy) _____   |
| <input type="checkbox"/> Electrocardiogram<br>Date Administered: (mm/dd/yyyy) _____                      | <input type="checkbox"/> Ultrasound screening (please see policy)<br>Date Administered: (mm/dd/yyyy) _____  |
| <input type="checkbox"/> Fasting blood glucose test<br>Date Administered: (mm/dd/yyyy) _____             |   |
| <input type="checkbox"/> Flexible sigmoidoscopy<br>Date Administered: (mm/dd/yyyy) _____                 | <input type="checkbox"/> Any other preventative health screening<br>( <i>Examples: Dental Exam, Immunization and Routine Physical</i> )<br>Name of Health Screening: _____<br>Date Administered: (mm/dd/yyyy) _____ |

Employee Name (*Last, First, Middle*)

**DIRECT DEPOSIT AUTHORIZATION**

I authorize Reliance Standard Life Insurance Company to send my payments to the Bank designated below for electronic deposit in my Account. I understand that I may terminate this arrangement at any time by writing to the address below.

<input type="checkbox"/> Yes, I request that all approved benefits are provided via Direct Deposit <input type="checkbox"/> No, I request that all approved benefits are provided via physical check	Employee Email Address
	Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Name of Bank ( <i>Print</i> )	Bank Transit/Routing Number ( <i>9 Digits</i> )
Address of Bank	Personal Account Number ( <i>Or attach a voided check imprinted with your name</i> )

**EMPLOYEE SIGNATURE**

Any person who knowingly and with intent to injure Reliance Standard Life Insurance Company files a statement of claim or submits any information in conjunction with a claim containing fraudulent, false, misleading, incomplete or deceptive information commits a fraudulent insurance act, which is a crime. These actions will result in the denial of the claim, and are subject to prosecution under state and/or federal law. Reliance Standard Life Insurance Company will pursue any and all appropriate legal remedies arising from such fraudulent insurance acts.

SIGNATURE OF EMPLOYEE	DATE	TELEPHONE NUMBER	EMAIL ADDRESS

**ALABAMA, ARKANSAS and 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.

**CALIFORNIA** — 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.

**COLORADO** — 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.

**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.

**KENTUCKY** — Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance 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.

**MAINE** — 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.

**MARYLAND** — 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.

**NEW JERSEY** — Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

**NEW MEXICO** — 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.

**NEW YORK (health insurance only)** — 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.

**OHIO** — Any person who, with 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.

**OKLAHOMA** – 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.

**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 such person to criminal and civil penalties.

**PUERTO RICO** — Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances be present, the penalty thus established may be increased to a maximum of five (5) years; if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

**RHODE ISLAND** — 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, WASHINGTON** — 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.

**VIRGINIA** — 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 may have violated the state law.

**WASHINGTON, DC** — 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.