

Short term disability

Your guide for a seamless process



For a simplified claim experience, file online: guardianlife.com



Are you filing your claim for maternity? Once you have delivered, contact Guardian to report your date and type of delivery. **Please inform us if you are taking baby bonding time following your recovery.**



We may need medical information to review your claim. **Included is an authorization form.** Please provide the authorization form to your physician(s) currently treating you for this condition. Your physician may require an alternate form.



To ensure timely payments, please keep Guardian and your employer informed of updates to your leave. **If you are not able to return to work as planned, contact Guardian so that we can reach out to your physician(s) for updated information.**



It's important your work state is indicated on the claim form. If you work from home and are unsure of your work state, please consult with your employer. If Guardian administers your State Paid Leave policy, you do not need to file a separate claim. We'll take care of that for you.



We will contact you, your employer or physician if any additional information is needed to make a claim decision. **Claim reviews are generally completed within 10 business days, and you will be contacted when a decision is made.***

Questions after submitting your claim? Contact Guardian at 800-268-2525. A Guardian representative is available to help you Monday through Friday, 8:00 am to 8:00 pm EST.

Documents can be returned electronically at www.guardianlife.com/forms. Select the "Benefits through work" option and click the "Secure Channel" link to send your private information.

Or, you may complete the form and submit by fax to (610) 807-8270 or email to group_std_claims@glic.com

You may also send to: Group STD Claims, P.O. Box 14331, Lexington, KY 40512

Customer Service toll-free: 1-800-268-2525

EMPLOYEE SECTION - PLEASE PRINT AND COMPLETE IN FULL TO PREVENT DELAY IN PROCESSING

1. EMPLOYEE NAME		2. PLAN NUMBER	3. EMPLOYER NAME	
4. EMPLOYEE HOME MAILING ADDRESS			CITY	STATE ZIP
6. WORK STATE		7. EMPLOYEE EMAIL ADDRESS		
8. MEMBER ID	9. DATE OF BIRTH	10. SOCIAL SECURITY NUMBER		11. <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
12. IS DISABILITY DUE TO YOUR EMPLOYMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", HAVE YOU FILED A WORKERS' COMPENSATION CLAIM? <input type="checkbox"/> YES <input type="checkbox"/> NO		13. IS DISABILITY DUE TO AN ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", DO YOU INTEND TO FILE SUIT? <input type="checkbox"/> YES <input type="checkbox"/> NO IS DISABILITY DUE TO SERVICE IN THE MILITARY? <input type="checkbox"/> YES <input type="checkbox"/> NO		
14. IF YOU ANSWERED "YES" TO QUESTION (12) AND/OR (13), PLEASE PROVIDE THE FOLLOWING DATE OF ACCIDENT / / TIME PLACE ACCIDENT DETAILS		15. DATE SYMPTOMS FIRST APPEARED / /	16. RETURN TO WORK DATE <input type="checkbox"/> ACTUAL <input type="checkbox"/> POSSIBLE / /	
17. ARE YOU ELIGIBLE TO RECEIVE ANY OTHER INCOME (SOCIAL SECURITY, WORKERS' COMPENSATION, STATE DISABILITY, PAIF FAMILY LEAVE, UNEMPLOYMENT, PENSION, NO-FAULT, ASSOCIATION/INDIVIDUAL DISABILITY PLANS AND SALARY CONTINUATION AND/OR SICK LEAVE BENEFITS, PTO, ETC.)? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", ATTACH A COPY OF THE AWARD LETTER OR SUPPLY TYPE OF BENEFITS, AMOUNT, FREQUENCY, TELEPHONE NUMBER, AND IDENTIFICATION NUMBER OF SOURCE (ATTACH A SEPARATE PAPER IF NEEDED)				
18. IF YOUR REQUEST FOR SHORT TERM DISABILITY IS APPROVED AND YOUR BENEFIT IS TAXABLE, PLEASE GIVE AMOUNT YOU WANT US TO WITHHOLD PER WEEK FOR FEDERAL INCOME TAX (MUST BE WHOLE DOLLAR AMOUNT OF AT LEAST \$20 PER WEEK AND MAY NOT REDUCE BENEFIT TO LESS THAN \$10). \$____ OR ____% PLEASE NOTE: CERTAIN DISABILITY BENEFITS ARE CONSIDERED SUPPLEMENTAL WAGES BY THE IRS (SEE IRS PUBLICATION 15A). IF YOUR DISABILITY BENEFIT IS DETERMINED TO MEET THESE REQUIREMENTS, A MANDATORY FEDERAL INCOME TAX WITHHOLDING (22%) IS REQUIRED. IF YOUR CLAIM IS PAYABLE, GUARDIAN WILL ADVISE YOU AT TIME OF PAYMENT IF THIS MANDATORY WITHHOLDING APPLIES TO YOUR BENEFIT PAYMENTS.				
19. 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. <u>In New York</u> , the person 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. "Please Note: Your Social Security number is required for IRS tax reporting purposes. Your Social Security number will not be used or disclosed to anyone for any other purpose and will not be retained in any record other than that pertaining to the claim." PLEASE NOTE: THE ATTACHED HIPAA AUTHORIZATION MUST BE COMPLETED				
SIGNATURE OF EMPLOYEE _____		DATE _____		

PHYSICIAN SECTION – PLEASE COMPLETE IN FULL AND RETURN TO PREVENT DELAY IN PROCESSING

1. DIAGNOSIS(ES)		2. ICD-10 CODE(S)		
3. IS PATIENT'S DISABILITY DUE TO A) EMPLOYMENT <input type="checkbox"/> YES <input type="checkbox"/> NO B) ACCIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO C) PREGNANCY <input type="checkbox"/> YES <input type="checkbox"/> NO D) MILITARY SERVICE <input type="checkbox"/> YES <input type="checkbox"/> NO				
4. IF DISABILITY IS DUE TO PREGNANCY, PLEASE INDICATE DATE OF DELIVERY		ESTIMATED / / (IF UNDELIVERED)		
PLEASE INDICATE TYPE OF DELIVERY <input type="checkbox"/> VAGINAL <input type="checkbox"/> C-SECTION <input type="checkbox"/> MULTIPLE BIRTHS ACTUAL / /				
5. DATE SYMPTOMS FIRST APPEARED / /	6. DATE OF FIRST VISIT FOR THIS CONDITION / /	7. A) DATES OF TREATMENT FOR THIS CONDITION		8. HEIGHT WEIGHT LBS
9. DATE PATIENT WAS TOTALLY DISABLED (UNABLE TO WORK) FROM / / THROUGH / /		7. B) DATE OF PATIENT'S NEXT APPOINTMENT / /		
10. IF PATIENT STILL DISABLED, GIVE DATE FOR ANTICIPATED RELEASE TO RETURN TO WORK / /		11. DATES PATIENT WAS HOSPITALIZED (IF APPLICABLE) FROM / / THROUGH / /		
12. SURGICAL DATE(S): CPT(S)/PROCEDURE(S)				
13. A) WOULD YOU SUPPORT THE PATIENTS RETURN TO WORK ON A LIMITED BASIS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", PLEASE PROVIDE RESTRICTIONS AND LIMITATIONS THAT WOULD BE IN PLACE		14. A) WAS PATIENT REFERRED TO YOU BY ANOTHER PHYSICIAN? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", PLEASE GIVE NAME AND TELEPHONE NUMBER OF PHYSICIAN		
13. B) DURATION OF ABOVE RESTRICTIONS:		14. B) DID YOU REFER PATIENT TO ANOTHER PHYSICIAN? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", PLEASE GIVE NAME AND TELEPHONE NUMBER OF PHYSICIAN		
15. DO YOU BELIEVE THE PATIENT IS COMPETENT TO ENDORSE CHECKS AND DIRECT THE PROCEEDS THEREOF? <input type="checkbox"/> YES <input type="checkbox"/> NO				
16. PRINTED NAME OF PHYSICIAN _____ SPECIALTY _____ PRINTED ADDRESS OF PHYSICIAN _____ TELEPHONE NUMBER (_____) _____-_____ FAX NUMBER (_____) _____-_____ EMAIL ADDRESS _____ TAX ID # _____ SIGNATURE OF PHYSICIAN _____ DATE _____				



EMPLOYER SECTION – PLEASE PRINT AND COMPLETE IN FULL (QUESTIONS 1-25) TO PREVENT DELAY IN PROCESSING

1. EMPLOYER NAME
2. PLAN NUMBER

3. EMPLOYER ADDRESS CITY STATE ZIP

4. I F BRANCH OR AFFILIATE, PLEASE PROVIDE NAME OF PARENT COMPANY EMPLOYER SOCIAL SECURITY OR TAX ID 5. DATE EMPLOYEE TERMINATED/RESIGNED / /

6. EMPLOYEE NAME 7. EMPLOYEE SOCIAL SECURITY NUMBER - - 8. EMPLOYEE DATE OF BIRTH / /

9. EMPLOYEE JOB TITLE 10. DATE OF EMPLOYMENT / / 11. DATE EMPLOYEE EFFECTIVE FOR STD / / 12. EMPLOYEE INSURANCE CLASS

13. CLAIMANT'S PHONE NUMBER 14. NORMAL WORK SCHEDULE: MON TUES WED THURS FRI SAT SUN HOURS/WEEK HOURS/DAY

15. REASON FOR LEAVING WORK: [] DISABILITY [] MATERNITY [] OTHER 16. ACTUAL LAST DAY WORKED / / 17. HOURS WORKED ON LAST DAY

17. CAN THE EMPLOYEE'S JOB BE MODIFIED TO ALLOW FOR RETURN TO WORK? [] YES [] NO [] MAYBE, DEPENDING ON RESTRICTIONS 18. DATE EMPLOYEE RETURNED TO WORK / / [] PART TIME [] FULL TIME

19. SALARY – (PER THE COMPANY SETUP) PLEASE PROVIDE: [] HOURLY [] WEEKLY [] BI-WEEKLY [] SEMI-MONTHLY [] MONTHLY [] YEARLY
EMPLOYEE'S BASE SALARY (DO NOT INCLUDE BONUS, OVERTIME OR COMMISSIONS) \$ (PLEASE CHECK FREQUENCY ABOVE)
EMPLOYEE'S TOTAL BONUS AND COMMISSIONS OVER LAST 24 MONTHS (IF APPLICABLE) \$ FROM / / TO / /
EFFECTIVE DATE OF EMPLOYEE'S LAST SALARY CHANGE:
IF EARNINGS DEFINITION BASES SALARY ON PRIOR YEAR W-2, PLEASE ATTACH A COPY OF THE PRIOR YEAR W-2 (IF EMPLOYED IN PRIOR YEAR) OR PROVIDE YEAR-TO-DATE SALARY: \$ FROM / / TO / /

20. DOES THE EMPLOYEE CONTRIBUTE TO THE COST OF THEIR SHORT-TERM DISABILITY INSURANCE PREMIUM? [] YES [] NO
IF "YES", PLEASE BE SURE TO COMPLETE THE FOLLOWING ACCURATELY AND FULLY
% PAID BY EMPLOYEE, [] PRE-TAX [] POST TAX
PLEASE NOTE: SELF FUNDED DISABILITY PLAN BENEFITS ARE CONSIDERED SUPPLEMENTAL WAGES BY THE IRS (SEE IRS PUBLICATION 15A). IF YOUR DISABILITY PLAN IS SELF FUNDED, GUARDIAN WILL DEDUCT A MANDATORY 22% FEDERAL INCOME TAX WITHHOLDING FROM THE DISABILITY BENEFIT CHECKS THAT ARE ISSUED.
21. FOR ASSISTANCE WITH JOB ACCOMMODATION STAY AT WORK OPPORTUNITIES, CONTACT OUR VOCATIONAL REHABILITATION DEPT. AT 800-233-0691, OR, TO RECEIVE A CALL FROM OUR VOC REHAB DEPT., PLEASE PROVIDE US WITH THE PERSON YOU WOULD LIKE US TO CONTACT:
NAME:
PHONE:

22. A) DID THIS DISABILITY ARISE OUT OF EMPLOYMENT? [] YES [] NO IF "YES", PLEASE EXPLAIN
B) HAS A WORKERS' COMPENSATION CLAIM BEEN FILED? [] YES [] NO

23. DOES THIS EMPLOYEE HAVE OTHER GROUP COVERAGE THROUGH GUARDIAN? [] LTD [] LIFE [] FML [] STATE DISABILITY/PAID LEAVE STATE PLAN #
23(B) WHAT IS THE EMPLOYEE'S WORK STATE?

24. JOB DESCRIPTION – Please fully complete the following details about the physical aspects of the claimant's job as performed in an 8-hour work day. Please also attach a description of job duties, if available.

	NEVER	OCCASIONALLY .25 – 2.5 DAILY HRS	FREQUENTLY 2.5 – 5.5 DAILY HRS	CONTINUOUSLY 5.5 – 8 DAILY HRS		NEVER	OCCASIONALLY .25 – 2.5 DAILY HRS	FREQUENTLY 2.5 – 5.5 DAILY HRS	CONTINUOUSLY 5.5 – 8 DAILY HRS
SIT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WALK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFT/CARRY	INDICATE AMOUNT/FREQUENCY BELOW				REACH ABOVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0-10 LBS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BEND/STOOP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-20 LBS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USE HANDS FOR	INDICATE ACTIVITY/FREQUENCY BELOW			
20-50 LBS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PUSHING/PULLING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100 LBS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FINE MANIPULATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVER 100 LBS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STRESS LEVEL	<input type="checkbox"/> LOW	<input type="checkbox"/> MODERATE	<input type="checkbox"/> HIGH	<input type="checkbox"/> VERY HIGH

25. I CERTIFY THAT I HAVE REVIEWED THE ABOVE INFORMATION AND THAT THE EMPLOYEE NAMED ABOVE HAS BEEN A FULL-TIME ACTIVE EMPLOYEE FOR WHOM PREMIUMS HAVE BEEN PAID.
AUTHORIZED EMPLOYER SIGNATURE _____ DATE _____
PRINTED NAME OF AUTHORIZED PERSON _____ TITLE _____
TELEPHONE NUMBER () - EXT FAX NUMBER () - EMAIL ADDRESS _____

You may file STD claims online, and check claim status by visiting us at www.guardiananytime.com

Fraud Warning Statements

The laws of several states require the following statements to appear on the claim form:

Alabama: 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.

Alaska: 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.

Arkansas, West Virginia: 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.

Arizona: For your protection Arizona law requires the following statement 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.

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.

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.

Connecticut, Iowa, Nebraska and Oregon: Any person who knowingly, and with intent to defraud any insurance company or other person, files an application of 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 guilty of a fraudulent insurance act, which may be a crime, and may also be subject to civil penalties.

Delaware, Indiana and Oklahoma: WARNING: Any person who knowingly, and with the 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.

District of Columbia: 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: 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.

Idaho: 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.

Kansas: Any person who knowingly, and with intent to defraud any insurance company or other person, files an application of 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 guilty of insurance fraud as determined by a court of law.

Kentucky: 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.

Louisiana and Texas: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit is guilty of a crime and may be subject to fines and confinements in state prison.



New Mexico: Any person who knowingly presents a false or fraudulent claim for payment or 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 or denial of insurance benefits.

Maine, Tennessee and 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 may include imprisonment, fines or a denial of insurance benefit.

Maryland: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or 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: A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

New Hampshire: 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 N.H. Rev. Stat. Ann. § 638:20.

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

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 each such violation.

Ohio: Any person who with intent to defraud or knowing that he/she 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.

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.

Rhode Island: Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Vermont: It is a crime for any person knowingly to provide material false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company, for any person knowingly to provide material false, incomplete, or misleading information concerning the sale of insurance or the status of an insurer, or for any person to misappropriate the funds of an insured or an applicant for insurance. Penalties include imprisonment, fines, and denial of insurance benefits.

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.