

PROCEDURES FOR THE SUBMISSION OF WEEKLY INDEMNITY, LONG TERM DISABILITY, LIFE, DEPENDANT LIFE AND ACCIDENTAL DEATH CLAIMS

Should you require assistance with the completion of any of the following forms, please contact Sirius Benefit Plans at (204) 488-7600 or 1-800-663-8833.

WEEKLY INDEMNITY AND LONG TERM DISABILITY

The claim form must be completed by the following parties.

- The employee completes the Claimant's Statement.
- The employer completes the Employer's Statement.
- The employee's doctor completes the Attending Physician's Statement.
- The employer completes the Job Demands Analysis Worksheet – please note this is a separate download listed under Application for Disability Insurance Benefits.
- **For Owners and Commissioned Sales people submitting a Disability Claim** - SSQ, Life Insurance Company Inc. requires the 4 page T1 General Income Tax Statement for the past 2 years.

Weekly Indemnity and Long Term Disability claims must be submitted no later than the 90th day of the employee's absence from work. Long Term Disability forms may be submitted during the 121 day waiting period for severe illness where it is quite apparent that the employee will be off work for an extended period of time.

LIFE, DEPENDANT LIFE & ACCIDENTAL DEATH

Contact Sirius Benefit Plans immediately at (204) 488-7600 or 1-800-663-8833. We will forward the appropriate forms for completion. We will need to know the name of the deceased, as well as the date and cause of death. In addition, the following must be provided.

- Original death certificate
- Copy of birth certificate
- Any additional information you may find helpful.

Depending upon the cause of death, the following information may be required.

- Accident report
- Coroner's report
- Autopsy
- Toxicology report
- Crime report

Claims must be submitted to Sirius Benefit Plans within 90 days of death.

ACCIDENTAL DISMEMBERMENT

As accidents vary greatly in nature, it is often difficult to know what kind of information to obtain. As a result, it is essential that you contact Sirius Benefit Plans at (204) 488-7600 or 1-800-663-8833 as soon as you become aware of a claim. We will then provide you with further instructions.

Claims must be submitted to Sirius Benefit Plans within 90 days of accident.

Completed forms are to be returned marked "Private & Confidential" directly to:

**Sirius Benefit Plans
Life & Disability Claims
221 – 2025 Corydon Avenue
Winnipeg, Manitoba
R3P 0N5.**

Please do not forward directly to SSQ, Life Insurance Company Inc. as this will result in an unnecessary delay in the adjudication of the claim.