



Better benefits at work.

How to file a voluntary benefits claim

Unum makes it easy



If you have any questions or need further explanation of your benefits, just call **1-800-635 5597**.

Our customer service representatives are here to help provide you with all the information you need. It's that easy!

When you need to file a claim, you may have other things to think about. The last thing you need is a complicated process to hold up your benefit payments.

To start, just follow these steps:

- Claim forms may be downloaded from our website at www.unum.com or you may call 1-800-635-5597 to obtain a claim form that includes employee/patient information, authorization and attending physician's statement.
- Complete the employee/patient information section and authorization forms.
- Have your doctor complete the attending physician's statement.
- Mail or fax the completed forms directly to Unum using the contact information on the claim form.

What's the timeframe for reviewing my claim?

Day 1 starts when... Unum receives all of your completed claim forms.

By **Day 5**... An initial decision will be made on your claim. If Unum needs additional information for your claim, we will contact you by mail within the next five business days.