



Allstate

Workplace Division

CLAIM FORM INSTRUCTIONS

ACCIDENT/DISABILITY INCOME CLAIMS

1. The Claimant's Statement of Accident and Illness should be fully completed and signed by the person the claim is for. Please list your current occupation and your average monthly earnings in part A of the claim form. **PLEASE NOTE:** The *Internal Revenue Service* and *Section 125* requirements must be completed before disability can be paid.
2. The Attending Physician Statement must be completed by the doctor who treated you and certifies that you are totally disabled. **THIS SECTION DOES NOT APPLY TO ANY COVERED DEPENDENT(S).**
3. The Employer's Statement portion of the form must be fully completed, signed and dated by the person with whom you were working at the time disability began. If you are Self-Employed, please indicate so in the Employer's Section. **THIS SECTION DOES NOT APPLY TO ANY COVERED DEPENDENT(S).**
4. If your policy contains a provision which reimburses a portion of your **medical expenses** due to an accident, please attach copies of all medical bills pertaining to the accident to the completed claim form. Bills must also include the date of service, type of service, amount charged for each service, and the diagnosis.
5. If your policy coordinates benefits with Workers Compensation, Social Security or any other occupational disease law, a copy of your check stub will allow the Claim Department to process your claim without requesting additional information.
6. If you have any questions regarding your claim or need additional information, please contact the Individual Claims Department. **If you have any questions regarding our determination of your claim, or if you would like to appeal any determination, please contact our customer service department at our toll-free telephone number 1-800-348-4489.** We are always happy to help you.

THANK YOU for selecting American Heritage Life Insurance Company.

PLEASE MAIL YOUR CLAIM
FORM TO:

American Heritage Life Insurance Company
Attention: Individual Claims
1776 American Heritage Life Drive
Jacksonville, FL 32224

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