



**EMPLOYER INFORMATION FOR SUBMITTING A LIFE CLAIM**



**DearbornCares<sup>SM</sup>**

**Advance Payment of the Life Insurance Benefit**

DearbornCares provides an advance payment of up to \$10,000 per beneficiary in 48 hours\* to help cover their immediate expenses, such as funeral costs and medical bills.

- ▲ Pays up to \$10,000 per beneficiary of Employer-Paid Basic Life insurance claims
- ▲ Applies to claims with 1, 2 or 3 named beneficiaries
- ▲ Available for covered employees and retirees

**The Death Certificate is NOT REQUIRED for the advance payment.**

**Please complete Part 1 of the Life Insurance Claim Form in its entirety and include the Beneficiary Designation. Any remaining information in the checklist below must be submitted to us in order to complete the claim and receive the full payment.**

\*Pays up to \$10,000 per beneficiary (to max. of 3 beneficiaries) of Employer-Paid Basic Life insurance claims in 48 hours of confirming eligibility for DearbornCares. TPA Groups are not eligible for the DearbornCares program. This information is only a product highlight. DearbornCares has exclusions and limitations.

**Employer Checklist for Submitting a Life Claim:**

The employer/administrator must complete the claim form as indicated and send attachments mentioned below. We will advise you if further documentation is necessary to complete the claim process.

Please submit the following documentation:

- Life Claim Form**  
Part 1 – Completed by the Employer/Administrator  
Part 2 – Completed by the Beneficiary(ies)  
Part 3 – Authorization for Release of Information to be completed by a beneficiary
- Enrollment Form**, including any beneficiary changes (original, photocopy or screen print)
- Certified copy of the Official Death Certificate** (for total coverages over \$100,000, we require an original Certified Death Certificate with a seal)
- Payroll Records** verifying the insured's annual earnings at the time of death (if the benefits are based on salary)
- If any portion of coverage is paid for by the insured, proof of payroll deduction.

For Accidental Death Benefits, provide the following:

- Official, completed police report
- Proof of seat belt/airbag use, if applicable
- Newspaper clipping(s) of accident, if applicable
- Coroner's report, findings and/or toxicology report

**Return completed form to:**  
Blue Cross and Blue Shield of Texas (BCBSTX)  
Attn: Life Claims Department • P.O. Box 7070 • Downers Grove, IL 60515



Part 1: To be completed by Employer/Administrator

Employer/Group Information
Group Name:
Group Number:
Subsidiary Name:
Account Number/Division:
Group Address: Street:
City:
State:
Zip:
Name and Title of Authorized Representative:
Phone:
Email:
Preferred Communication: [ ] Email [ ] Phone

Employee Information
Last Name:
First:
Middle:
Street:
Birth Date:
City:
State:
Zip:
Date of Death:
Phone:
Email:
Employee SSN / ID:
Status: [ ] Active [ ] Retired [ ] Disabled [ ] Terminated
Date of Hire:
Insurance Effective Date:
Last Day Worked:
Date Terminated:
Annual Salary:
Class:
Salary Effective Date:
Employee's Date of Last Premium Contribution:
Hours Worked per Week:

Deceased Information (If other than employee)
[ ] Spouse [ ] Dependent Child
Last Name:
First:
Middle:
Birth date:
Date of Death:
SSN:
Full-Time Student: [ ] Yes [ ] No
School:
Was He/She Incapacitated and Reliant on the Employee for Financial Support: [ ] Yes [ ] No

Be sure to include the Beneficiary Designation when submitting the Claim Form.

Insurance Information
Basic Life: \$
AD&D: \$
Supplemental/Voluntary Life: \$
Supplemental/Voluntary AD&D: \$
Additional Benefits: [ ] Seat Belt [ ] Airbag [ ] Education [ ] Other:

I certify that I have read this document and the information is accurate and complete. I understand that any person who knowingly files a statement of claim containing any false or misleading information may be subject to criminal and civil penalties.

Signature of Authorized Employer/Plan Representative
Date

Return completed form to:
Blue Cross and Blue Shield of Texas
Attn: Life Claims Department • P.O. Box 7070 • Downers Grove, IL 60515



Part 2: To be completed by Beneficiary

If there is more than one beneficiary, each must complete a separate form. See Important Information below if beneficiary is a minor.

Beneficiary Information form with fields for Last Name, First, Middle, Maiden Name, Birth Date, SSN / ID, Street, City, State, Zip, Phone Number, Email, and Relationship to Deceased.

Deceased Information form with fields for Last Name, First, Middle, SSN / ID, and Group Number/Name.

IRS Certification section containing a certification question, a list of statements to certify, and certification instructions regarding backup withholding.

Be sure to include a certified copy of the Death Certificate for claims over \$100,000.

I certify that I have read this document and the information is accurate and complete. I understand that any person who knowingly files a statement of claim containing any false or misleading information may be subject to criminal and civil penalties.

Signature and Date lines for the beneficiary.

Signature of Beneficiary

Date

IMPORTANT INFORMATION

If the Beneficiary is:

- a. A minor, an estate or incompetent to handle financial matters: provide an original court order appointing a legal representative or guardian to handle the financial affairs of the minor, the estate, or the incompetent.
b. Deceased: provide proof of death, a copy of the final certified death certificate, and documentation of the secondary beneficiary.
c. A trust: provide documentation verifying existence of the trust, documentation that the trust has been named the beneficiary, and the tax identification number of the trust.

Each beneficiary must complete and sign the Beneficiary/Claimant Statement

Return completed form to: Blue Cross and Blue Shield of Texas, Attn: Life Claims Department • P.O. Box 7070 • Downers Grove, IL 60515



Part 3: Authorization for Release of Information

(We will require a separate authorization for release of psychotherapy notes.)

I (the undersigned) authorize \_\_\_\_\_ physician, medical professional, pharmacist or other provider of health care services, hospital, clinic, other medical or medically related facility; coroner's office; insurance or reinsurance company; government agency; department of labor; law enforcement or public safety department; group policyholder; employer; or policy or benefit plan administrator to release information from the records of:

Form with fields: Deceased Last Name, First, Middle, SSN / ID, Group Number/Name

I certify that I have read this document and the information is accurate and complete. I understand that any person who knowingly files a statement of claim containing any false or misleading information may be subject to criminal and civil penalties.

Empty rectangular box for signature or date

Signature of Beneficiary

Date

IMPORTANT INFORMATION

Claimant/Insured Information to be released:

- Data or records regarding medical history, treatment, prescriptions, consultations, autopsy... Any information regarding insurance coverage... Accident report or any official investigative reports... Information to be released to: Blue Cross and Blue Shield of Texas... I understand that refusal to sign this Authorization may result in the denial of benefits... I understand the information used or disclosed may be subject to re-disclosure by the recipient and may no longer be protected by federal law.

- I understand the information obtained by use of this Authorization will be used by BCBSTX (the Company) to evaluate my claim for death benefits... I understand that I may revoke this Authorization in writing at any time... A photocopy of this Authorization is to be considered as valid as the original... I understand I am entitled to receive a copy of this signed Authorization.

Empty rectangular box for signature, print name, or date

Signature (Claimant or Legal Representative)

Print Name

Date

If you are the legal representative of the Claimant, we may ask for additional documentation.

Form with fields: Street, City, State, Zip, Phone Number

Fraud Notice: The laws of some states require us to furnish you with the following notice for claims only:

Texas: 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.