Disability Initial Claim Form

Page One - Filing Instructions:

- · Complete the appropriate sections of the claim form.
- · Include the Signed and dated authorization.
- Submit to the address or fax to the number below.

Pages Two and Three – Authorization to Release Information:

- · The Authorization to allow physicians to release medical records to ManhattanLife Assurance Company of America.
- Please make certain the Claimant or Authorized representative signs and dates the form.

Pages Four and Five – Employee's Statement:

- · Complete all questions in all sections of the Employee Statement.
- If the disability is due to an accident, clearly indicate the accident details, including date, time, and place of accident. If disability was a result of a motor vehicle accident, please submit a copy of the police report.
- Sign and date the claim form.
- If provider fax numbers are known, please include them in the provider information.
- First year claims: If the claim is being filed for a disability beginning within the first year following the policy effective
 date, the claimant must complete this page listing all physicians seen and medications taken within the year prior to the
 effective date of the plan.

Pages Five - Employer's Statement:

- All questions must be completed by your Supervisor or an authorized Personnel Department staff member.
- To ensure that taxes are handled properly, the questions regarding Section 125 (whether premiums are deducted pretax or post-tax) and employer/employee contribution needs to be carefully reviewed and answered.

Pages Six - Attending Physician's Statement of Disability:

- Ask your attending physician to complete this section.
- This section must indicate the dates of disability and an expected return to work date. If the return to work date is unknown, the physician should indicate the date of your next appointment or recheck for this condition.
- All sections regarding impairment, functional ability, prognosis and restrictions should be carefully reviewed and completed based on your current condition. This will assist in determining extent of the disability and decrease the need for progress notes.
- Note that progress notes and/or medical records may be requested at any time to substantiate a disability.
- · If you are able to perform limited duty or part-time activities, the physician should indicate on the form.

Page Seven and Eight - Fraud Warning and State Specific Fraud Statements

If you have any questions when completing this form, please call 1-800-879-6542.

Mail the completed form to the following address:

ManhattanLife Assurance Company of America Or FAX to: P.O. Box 924408

Houston, TX 77292-4408

1-713-583-0677



Manhattan Life Insurance Company Family Life Insurance Company Western United Life Assurance Company ManhattanLife Assurance Company of America

Claims Department P.O. Box 924408 Houston, Texas 77292-4408

Authorization to Obtain and Disclose Protected Health Information and Other Information

Name:	Policy No:
Date of Birth	
I authorize the release and disclosure of my protect	ted health information and other information as described below.
created or received by a health care provider, a h	ntifiable health information, including demographic information, collected from me or nealth plan, my employer, or a health care clearinghouse and that relates to: (i) my or condition; (ii) the provision of health care to me; or (iii) the past, present, or future
Company(ies) identified above, hereinafter called following protected health information: Medical recondition or the physical or mental condition of mental conditions of mental conditio	care facility to which this authorization is directed to disclose or furnish to the the Company including any legal representative designated by the Company, the ecords or other information of a medical nature in regard to my physical or mentally dependents. This authorization extends to and includes HIV-related information, ing to alcohol or drug abuse treatment or services or mental health care to the extent
I further authorize any employer to which this authorito the Company and any legal representative that it	zation is directed to disclose or furnish my employment, financial and wage information might designate.
to any person or entity performing a business or	tected health care information, in connection with payment or health care operations, legal function on behalf of the Company or as otherwise specifically permitted or closed to, or by, the Company pursuant to this authorization might be subject to rerivacy Rule.
benefits; (2) my refusal to sign this authorization	tion being released will be used for the purpose of evaluating a claim for insurance may adversely affect the payment of claims; (3) I have the right to revoke this y at the address listed at the top of this form; and (4) I should sign both copies of the ecords.
	n the date it was signed. Revocation of this authorization will not affect the rights of ice on the authorization before receiving notice of the revocation. A photocopy of this
Date Authorization Signed	Signature of Claimant or Authorized Personal Representative (e.g., parent or guardian, if minor)
10777 Northwest Freeway	Toll Free: 800-879-6542

www.manhattanlife.com

10777 Northwest Freeway Suite 600 Houston, TX 77092

Authorization for Policyholder Initiated Request for Release of Protected Health Information to Other

Name or Employer			Policy Number
Primary Policyholder Covered by the Health Plan (Last, First)			
Name of Person Granting Authorization (Last, First) Leave blank if same as Primary Member		Date of Births and Relationship to Primary Policyholder (self, spouse, dependent child or designated personal rep)	
My protected health information is information about collected from me or created or received by a health ca health plan, my employer, or a health care clearinghouse at to: (i) my past, present, or future physical or mental health lii) the provision of health care to me; or (iii) the past, prespayment for the provision of health care to me. For my purposes and at my request, I authorize M Insurance Company, Family Life Insurance Company, W Life Assurance Company and ManhattanLife Assurance America to disclose my protected health information to Individual, organization, or class of persons (e.g., group Indithe organization) (check all that apply): My Spouse: (specify) The protected health information that may be used an my Spouse is as follows (check all that apply): Eligibility Explanation of Benefits	are provider, a and that relates h or condition; sent, or future lanhattan Life lestern United company of the following lividuals within and disclosed to	health information to information to be us claims. If so, you so f service, or types I understand that understand that the or eligibility for benuties I understand that I written notification to below, and this revo of protected health revocation will not health plan already or (ii) if the authorizabove named health a right to contest the	I may refuse to sign this authorization. I further above named health plan will not condition enrollment efits on my signing this authorization. I may revoke this authorization at any time by sending to the above named health plan at the address locate ocation will be affective for future uses and disclosure information. However, I further understand that this be effective: (i) for information that the above name of has used or disclosed, relying on this authorization that the plan has a condition for coverage in the plan and, by law, the above named health plan has a coverage.
 □ Claims Status or Protected Health Information related to □ Other (specify) □ My Employer/ Plan Sponsor: 		clearinghouses, or health plans covered by federal privac my protected health information described above may be and no longer protected by federal privacy regulations.	
The protected health information that may be used an my Employer/Plan Sponsor is as follows (check all that ☐ Eligibility ☐ Explanation of Benefits ☐ Claims Status ☐ Other (specify)	at apply):	when it was signed the above named h	expires at the earlier of: 1) 12 months from the dat l or 2) when I am no longer an active policyholder clealth plan. anting Authorization or Personal Representative
 □ Agent: (specify) The protected health information that may be used an my Broker is as follows (check all that apply): □ Eligibility □ Explanation of Benefits □ Claims Status 	nd disclosed to	You may contact m	(Last) (First) Representative's Authority (if applicable) e at the address below if you have questions
☐ Other (specify) Other: (specify) The protected health information that may be used an this specified Individual(s) is as follows (check all that ☐ Eligibility ☐ Explanation of Benefits ☐ Claims Status ☐ Other (specify)	nd disclosed to apply):	Street Address Phone: (City State
Send your completed authorization or notice of revocation Claims Department P.O. Box 924408, Houston, Texas 77092-4408 or FAX to (713) 583-0677	to the following ad	ddress:	

NOTE: All authorizations granted by this document are in addition to any uses and disclosures of protected health information permitted or required under the Health Insurance Portability and Accountability Act of 1996 and its implementing privacy regulations.

Name of Insured	Polic	y Number		Date of Birth		Home Telep	hone
Home Address (Street, City, St	ate Zin) 🗆 🖂	ease Check if this is a chang	e of address	E-mail Addre	ess		
Tome Address (Street, Sity, St	.dtc, 2.ip) - Fi	ease offeck if this is a chang	e or address	E mail / taure			
Name of Employer		Business Telephone	е		Social Se	curity Number	
Business Address						Monthly Gross Ea	rned Income \$
Do you have medical cover	age with Ma	nhattanl ife Assura	nce Company?	□Ves □No	If Voc	MAC Policy No.	
ls the disability related to:	age with Mai			ccident	11 163,	WACT OILCY NO	
Are you covered by Worker	s Compensa	tion for this disabili	ty? □Yes □N	0			
Please check benefit below	if you are el Applied Yes No	igible to receive: Receiving Yes No	Policy No.	Date A	pplied For	Amount Received Weekly Monthly	Effective Da
Worker's Compensatio SS Income:							-
Other:			Voc. No				
Did your injury or illness occif yes, did you inform your e	mployer?						
Have you returned to work? DATE of your accident or the		ou last worked:		work on a par	t-time	I returned to work	on a full time
date you first noticed the symptoms of your illness:	,		basis on:			basis on:	
			Month Da	y Year		Month Day Y	 'ear
Month Day Year	Month	Day Year					
HOW the accident occurred	l its cause. If I. If you were	accidental, please in an automobile a	iccident, please	LETE accider provide a cop	by of the p	ed.)	
Describe your disability and HOW the accident occurred the List all physicians or other page 1	l its cause. If I. If you were	accidental, please in an automobile a	provide COMP accident, please	LETE accider provide a cop	by of the p	ncluding WHEN, WH olice report.	
HOW the accident occurred List all physicians or other p	l its cause. If I. If you were	accidental, please in an automobile a	provide COMP accident, please	LETE accider provide a cop	by of the p	ncluding WHEN, WH olice report.	
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ubmit Completed Form to: Claims Department, P.O. Box 924408, Houston, TX 77292-4408 Customer Service Department (800) 879-6542 or (713) 529-0045 www.manhattanlife.com



OCCUPATIONAL INFORMATION

TO BE COMPLETED BY THE INCHEED				
TO BE COMPLETED BY THE INSURED				
What was your occupation immediately	y prior to the date you	became disa	abled?	
List all duties of the occupation noted above Description of Each Duty	e. (Failure to be specific	may result in	a delay in the processing of Weekly % of Time Devoted to this Activity	f your claim.) Weekly Hours Spent at this Activity
Describe briefly which of these duties you a	are unable to perform as	a result of you	ur sickness or accident, and	I why.
Describe briefly your prior work experience	and education.			
TO BE COMPLETED BY THE EMPLOYER	R (if retired by the fo	rmer emplo	ver)	
Employer Name	(in retined, by the lo		Telephone Number	
Employer Address (street, city, state, ZIP c	code)			
Claim Filed? ☐ Yes ☐ No	Name of Compensation	Carrier		
Address, and Telephone Number of Comp	ensation Carrier			
Between what dates did employee give up		DISABILITY?		
From: Name of Previous Disability Insurer:	То:			
Effective Date:			Term Date:	
Date Title			Signature	
ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURANCE COMPANY; FILES A STATEMENT OF CLAIM CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION; IS GUILTY OF A FELONY OF THIRD DEGREE.				
The Statements in this form are	true and complete to	the best of m	ny knowledge.	
Signature (Insured)			Date	

ALL QUESTIONS MUST BE ANSWERED IN THEIR ENTIRETY.
INCOMPLETE FORMS WILL BE RETURNED AND WILL DELAY PROCESSING OF YOUR CLAIM.



Page	6	of	8
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ATTENDING PHYSICIAN'S INITIAL REPORT

Please print all entries. This form is to be completed without expense to the company.

Please print all enti	nes. This form is to be cor	inpleted without expense	Policy No:	
Name of Patient (last, first, middle initial)	Was patient referred by another physician? □Yes □No Name & Address:			
DIAGNOSIS: (If psychiatric in origin, please indicate	e DSM III code and axis.)			
What limitations are there on your patient's ability to	perform his or her job du	uties?	Date Restrictions Began (Mo. Day Year)	
When do you expect that these limitations/restrictio	ns will allow your patient t	to return to work?		
When were you first consulted for this condition? (Mo. Day Year)	How did this condition	on develop? (Causes lea	ding to Disability)	
Any previous occurrences of this condition or similar	r conditions? If so, please	provide dates and deta	ils:	
Dates of all other visits to your office:	ls patient curre □Yes □No Name & Addre		ny other practitioner or therapist?	
How long was or will patient be CONTINUOUSLY TOTALLY DISABLED? EXACT Disability Start Date: TO:	How long was or will patient be PARTIALLY DISABLED? EXACT Partial Disability Start Date: TO:		and the date of delivery or the estimated due date: INCEPTION DATE:	
10:			DUE DATE: DELIVERY DATE:	
Date of next appointment:				
□ Class 1 - No Limitation of functional capacity of □ Class 2 - Medium manual activity. (15% - 30% □ Class 3 - Slight limitation of functional capacity □ Class 4 - Moderate limitation of functional capacity □ Class 5 - Severe limitation of functional capacity □ Class 5 - Severe limitation of functional capacity □ Class 5 - Severe limitation of functional capacity □ Class 5 - Severe limitation of functional capacity □ Class 5 - Severe limitation of functional capacity □ Class 5 - Severe limitation of functional capacity □ Class 6 - Severe limitation of functional capacity □ Class 6 - Severe limitation of functional capacity □ Class 7 - Severe limitation of functional capacity □ Class 7 - Severe limitation of functional capacity □ Class 7 - Severe limitation of functional capacity □ Class 7 - Severe limitation of functional capacity □ Class 7 - Severe limitation of functional capacity □ Class 8 - Severe limitation of functional capacity □ Class 8 - Severe limitation of functional capacity □ Class 9 - Severe limitation of fun	o) y; capable of light work. (35% acity; capable of clerical/admi ity; capable of minimum seder ement:	- 55%) inistrative sedentary activity entary activity. (75% - 100%)		
Describe past treatment for this condition, including	any surgical procedures.			
Describe course of treatment to be followed; includi	ng surgery:	s patient still under your	care? □Yes □No If "No," please explain	
Please list other disability insurers to whom you are	providing information on	this patient.		
Does your patient have any chronic or recurring cor	ndition(s) not noted above	? □Yes □No Please	provide details:	
Remarks or Additional Comments:				
Name of Attending Physician (please print)		Degree Code	Telephone Number	
Address (Street or P.O. Box, City, State, Zip)			Tax Payer I.D. Number	
Signature of Physician			Date	

ALL QUESTIONS MUST BE ANSWERED IN THEIR ENTIRETY BY YOUR PHYSICIAN. INCOMPLETE FORMS WILL BE RETURNED AND WILL DELAY PROCESSING OF YOUR CLAIM.



Claim Form Addendum: Fraud Warning and State Versions

Any person who knowingly, and with intent to injure, defraud, or deceive an insurance company, files a statement of claim containing any false, incomplete, or misleading information is guilty of insurance fraud, which is a felony.

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 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 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. Delaware Any person who knowingly, and with intent to injure, defraud or deceive any insurer, files a statement of claim 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. Indiana A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony. 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 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. Maine 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 benefits. Maryland Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who 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 RSA 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 Mexico** 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 civil fines and criminal 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 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. Oklahoma Warning: Any person who knowingly, and with 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. 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. Puerto Rico Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances be present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years. Rhode Island 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. Tennessee 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. 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. 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. 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 include imprisonment, fines, and denial of insurance benefits. 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.

State Specific Fraud Warning Statements

ManhattanLife Assurance Company of America

Any Person who, with the 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 may be subject to prosecution and punishment for insurance fraud. We may notify all state and federal law enforcement agencies of any suspected Fraud, as determined by Us. We reserve the right to recover any payments made by Us that were made to You and/or any party on Your behalf, based on fraudulent or misrepresented information.

Arkansas, Louisiana, Maryland, Rhode Island

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.

California, New Jersey

Any person who knowingly presents 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.

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.

Kentucky, Ohio, 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.

New Mexico

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 civil fines and criminal penalties.

North Carolina

Any person with the intent to injure, defraud, or deceive an insurer or insurance claimant is guilty of a crime (Class H felony) which may subject the person to criminal and civil penalties.

Oklahoma

WARNING: Any person who knowingly, and with 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.

Oregon

Any person who knowingly and with intent to defraud, commits a fraud against an insurer by submitting a claim containing an intentionally materially false or deceptive misstatement, misrepresentation, omission, or conceals any fact material to the interest of ManhattanLife Assurance Company of America, may have committed fraud which is a crime and which may result in the loss of coverage and/or denial of claim under this policy and may subject such person to prosecution for fraud, including criminal and civil penalties. Eligibility for coverage on this policy may be denied or rescinded under this provision without time limit in the event of fraud.

Beginning two years after the effective date of this policy no misstatements, except fraudulent misstatements, may be used to void this policy.

Tennessee, Virginia 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 include imprisonment, fines, and denial of insurance benefits.