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 P.O. Box 924408 Houston, TX 77292-4408

Or FAX to: 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 protected health information and other information as described below.

My protected health information is individually identifiable health information, including demographic information, collected from me or created or received by a health care provider, a health plan, my employer, or a health care clearinghouse and that relates to: (i) my past, present, or future physical or mental health or condition; (ii) the provision of health care to me; or (iii) the past, present, or future payment for the provision of health care to me.

I authorize any health care provider or health care facility to which this authorization is directed to disclose or furnish to the Company(ies) identified above, hereinafter called the Company including any legal representative designated by the Company, the following protected health information: Medical records or other information of a medical nature in regard to my physical or mental condition or the physical or mental condition of my dependents. This authorization extends to and includes HIV-related information, AIDS or AIDS related disorders or information relating to alcohol or drug abuse treatment or services or mental health care to the extent permitted by law.

I further authorize any employer to which this authorization is directed to disclose or furnish my employment, financial and wage information to the Company and any legal representative that it might designate.

I authorize the Company to use or disclose this protected health care information, in connection with payment or health care operations, to any person or entity performing a business or legal function on behalf of the Company or as otherwise specifically permitted or required by law. I understand that information disclosed to, or by, the Company pursuant to this authorization might be subject to redisclosure and no longer protected by the HIPAA Privacy Rule.

I understand that: (1) the protected health information being released will be used for the purpose of evaluating a claim for insurance benefits; (2) my refusal to sign this authorization may adversely affect the payment of claims; (3) I have the right to revoke this authorization at any time by writing to the Company at the address listed at the top of this form; and (4) I should sign both copies of the authorization provided, retaining one copy for my records.

This authorization is valid for up to 12 months from the date it was signed. Revocation of this authorization will not affect the rights of any person or entity who acted in reasonable reliance on the authorization before receiving notice of the revocation. A photocopy of this authorization shall be as valid as the original.

Date Authorization Signed

Signature of Claimant or Authorized Personal Representative (e.g., parent or guardian, if minor)

10777 Northwest Freeway Suite 600 Houston, TX 77092

Toll Free: 800-879-6542 www.manhattanlife.com

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)		I		
Name of Person Granting Authorization (Last, First) Leave blank if same as Primary Member		r Date of Births and Relationship to Primary Policyholder (self, spouse, dependent child or designated personal rep)			
My protected health information is information collected from me or created or received by health plan, my employer, or a health care cleat to: (i) my past, present, or future physical or 1 lii) the provision of health care to me; or (iii) for payment for the provision of health care to me; or Life Assurance Company, Family Life Insurance (Company, Family Life Insurance (Company, ad ManhattanLife America to disclose my protected health in Individual, organization, or class of persons (e. the organization) (check all that apply): My Spouse: (specify) The protected health information that ma my Spouse is as follows (check all that a Eligibility Explanation of Benefits Claims Status or Protected Health Information Other (specify) My Employer/Plan Sponsor: The protected health information that ma my Employer/Plan Sponsor is as follows Eligibility Explanation of Benefits Claims Status Other (specify) The protected health information that ma my Employer/Plan Sponsor is as follows Eligibility Explanation of Benefits Claims Status Other (specify) The protected health information that ma my Broker is as follows (check all that ap Eligibility Explanation of Benefits Claims Status Other (specify) The protected health information that ma my Broker is as follows (check all that ap Eligibility Explanation of Benefits Claims Status Other (specify) The protected health information that ma my Broker is as follows (check all that ap Eligibility Explanation of Benefits Claims Status Other (specify) The protected health information that ma this specified Individual(s) is as follows (or Eligibility Explanation of Benefits Claims Status Claims Status	a health care provider, a aringhouse and that relates mental health or condition; the past, present, or future a authorize Manhattan Life Company, Western United company, Western United e Assurance Company of formation to the following g., group Individuals within y be used and disclosed to pply): ation related to Claims Status y be used and disclosed to (check all that apply): y be used and disclosed to ply): y be used and disclosed to check all that apply):	health information to information to be used a claims. If so, you so of service, or types I understand that the or eligibility for ben I understand that the or eligibility for ben I understand that the or eligibility for ben I understand that I written notification to below, and this reverse of protected health revocation will not health plan already or (ii) if the authorization will not health plan already or (ii) if the authorization will not health plan already or (iii) if the authorization when it was signed the above named heal a right to contest the above named heal and no longer protected health and no lon	I may refuse to sign this above named health plan w efits on my signing this auth may revoke this authorizatio to the above named health p pocation will be affective for fu- information. However, I fu- be effective: (i) for informat y has used or disclosed, rel- zation was obtained as a con- th plan and, by law, the above th plan and, by law, the above th plan and, by law, the above the coverage. The protected health inform hizations that are not health of health plans covered by fe- th information described ab- bected by federal privacy regu- expires at the earlier of: 1) d or 2) when I am no longer	sclosed. For example, the to payment, enrollment, or the types of claims, dates authorization. I further ill not condition enrollment orization. In at any time by sending a lan at the address located ture uses and disclosures rther understand that this ion that the above named ying on this authorization ndition for coverage in the ve named health plan has thation is to be received by care providers, health care deral privacy regulations, bove may be re-disclosed ulations. 12 months from the date r an active policyholder of (First) (First) (First) State	
Explanation of Benefits	of revocation to the following ad	Email:			

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.

This form is not to be used for obtaining records from providers for underwriting or risk rating.

INDIVIDUAL DISABILITY CLAIM FORM

Page 4 of 8

Home Address (Street City State		Number		Date of Birth		Home Telephone
Tome Address (Street, City, State,	Zip) 🗆 Plea	se Check if this is a chang	ge of address	E-mail Addre	ess	
Name of Employer		Business Telephon	e		Social Se	curity Number
Business Address						Monthly Gross Earned Income \$
Do you have medical coverage	with Man	nattanLife Assura	nce Company	? □Yes □No	lf Yes,	MAC Policy No
s the disability related to:			5	Accident		
Are you covered by Workers Co Please check benefit below if y	ompensati ou are elig Applied Yes No	on for this disabili ible to receive: Receiving Yes No	ity? □Yes □N Policy No.		pplied For	Amount Received Effective Da Weekly Monthly
Worker's Compensation: SS Income:						
Other:			Yes N			
Did your injury or illness occur	at work or		ob? 🗖 🛛]		
f yes, did you inform your empl lave you returned to work?				_		
DATE of your accident or the late you first noticed the symptoms of your illness:	Date yo	u last worked:	l returned to basis on:		t-time	I returned to work on a full time basis on:
				ay Year		Month Day Year
Month Day Year Describe your disability and its	Month	Day Year		turned yet		Have not returned yet
lame		onsulted for this c Address	ondition. (Use	additional page	es if neede Dates Co	
Name			ondition. (Use	additional page		
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ist ALL physicians or practition lame ist ALL hospital confinements lame The Statem Signature (Insured)	FOR ALL Address	Address	ONDITIONS in the past five (the past five (the and comp R ALL QUEST IRNED AND W Department, P.C	5) years. (Use From 5) lete to the k Date Delete to the k Date Date Date Date Date	5) years. (Dates Co Dates C Dates C additional To Dest of m R ENTIRE ROCESSI Jouston, TX	pages if needed.) pages if needed.) Reason Confined y knowledge. TY. NG OF YOUR CLAIM.

OCCUPATIONAL INFORMATION

Page 5 of 8

Policy No:

	Policy No:
TO BE COMPLETED BY THE INSURED	
What was your occupation immediately	prior to the date you became disabled?
	(Entition to be appreciate and the entities of the second state of the second state of
List all duties of the occupation noted above Description of Each Duty	. (Failure to be specific may result in a delay in the processing of your claim.) Weekly % of Time Devoted Weekly Hours Spent at this
Description of Each Duty	Weekly % of Time Devoted Weekly Hours Spent at this to this Activity Activity
Describe briefly which of these duties you a	e unable to perform as a result of your sickness or accident, and why.
Describe briefly which of these duties you a	e unable to perform as a result of your sickness of accident, and wry.
Describe briefly your prior work experience	and education.
· · · ·	
TO BE COMPLETED BY THE EMPLOYER	
Employer Name	Employer's Telephone Number
Employer Address (street, city, state, ZIP co	de)
Worker's Compensation	lame of Compensation Carrier
Claim Filed? Yes No	
Address, and Telephone Number of Compe	nsation Carrier
Address, and relephone Number of Compe	
Between what dates did employee give up a	II duties due to TOTAL DISABILITY?
From:	То:
Name of Previous Disability Insurer:	
Effective Date:	Term Date:
Data	Signatura
Date Title	Signature
	VINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY
	S A STATEMENT OF CLAIM CONTAINING ANY FALSE, INCOMPLETE OR
MISLEADING IN	Formation; is guilty of a felony of third degree.
The Statements in this form are	rue and complete to the best of my knowledge.
Signature (Insured)	Date
.	
	STIONS MUST BE ANSWERED IN THEIR ENTIRETY.
INCOMPLETE FORMS WI	LL BE RETURNED AND WILL DELAY PROCESSING OF YOUR CLAIM.
	orm to: Claims Department, P.O. Box 924408, Houston, TX 77292-4408
Custo	ner Service Department (800) 879-6542 or (713) 529-0045
DISCI M 0518	www.manhattanlife.com

Please print all ei		CIAN'S INITIAL R	REPO	RT Page 6 of 8		
	tries. This form is to be	e completed without expe	ense to	the company. 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 indication	ate DSM III code and a	(is.)				
What limitations are there on your patient's ability	to perform his or her jo	b duties?	Dat	e Restrictions Began (Mo. Day Year)		
When do you expect that these limitations/restrict	ions will allow your patie	ent to return to work?	<u> </u>			
When were you first consulted for this condition? (Mo. Day Year)	How did this con	dition develop? (Causes	s leading	g to Disability)		
Any previous occurrences of this condition or sim	lar conditions? If so, ple	ease provide dates and o	details:			
Dates of all other visits to your office:	Is patient o □Yes □N Name & A	No	y any ot	ther practitioner or therapist?		
How long was or will patient be CONTINUOUSLY TOTALLY DISABLED? EXACT Disability Start Date: TO:	How long was or will pa	atient be PARTIALLY DISA ity Start Date:		If this is a PREGNANCY , provide the inception data and the date of delivery or the estimated due data INCEPTION DATE :		
				DELIVERY DATE:		
Date of next appointment: Physical Impairments (As defined in Federal Dict						
 Class 2 - Medium manual activity. (15% - 30 Class 3 - Slight limitation of functional capace Class 4 - Moderate limitation of functional capace Class 5 - Severe limitation of functional capace Name and address of hospitals and dates of conf 	ity; capable of light work. (3 apacity; capable of clerical/a acity; capable of minimum s inement:	administrative sedentary act sedentary activity. (75% - 10		% - 70%)		
Describe past treatment for this condition, includin	ig any surgical procedu	res:				
Describe course of treatment to be followed; inclu	ding surgery:	Is patient still under y	our car	e? □Yes □No If "No," please explain		
Please list other disability insurers to whom you a	re providing information	on this patient.				
Does your patient have any chronic or recurring c	ondition(s) not noted at	ove? IYes INo Ple	ease pro	ovide details:		
Remarks or Additional Comments:						
			IT	elephone Number		
Name of Attending Physician (please print)		Degree Code				
Name of Attending Physician (please print) Address (Street or P.O. Box, City, State, Zip)		Degree Code		Tax Payer I.D. Number		
		Degree Code		-		
Address (Street or P.O. Box, City, State, Zip)			Dati BY YC	e DUR PHYSICIAN.		

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 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.