

# Group Life Claim Forms for Employee or Dependent



## To the Employer

The loss of a valued employee, or their loved one, can be difficult and we want to assist you in filing the claim as quickly as possible. Please read all instructions below regarding completion of these forms.

- All claims must be submitted, along with the beneficiary designation form(s) on file with the Employer/Plan, if any. If none on file, the Policyholder/Employer shall certify to that fact on the claim form.

**Submit claim by mail to:** The Hartford  
Group Life Claims  
P.O. Box 14299  
Lexington, KY 40512-4299

**By Fax to:** 1-866-954-2621  
**By E-Mail to:** gbclaimcslife@thehartford.com

## PART I - EMPLOYER'S STATEMENT - TO BE COMPLETED IN FULL FOR ALL CLAIMS (1 of 2)

(Please verify if the employee qualifies for any other group benefits through The Hartford and submit the claim accordingly)

Policy Number(s):		Life: 681893		Business Travel Accident: _____	
Group Policyholder/Employer Name: CITY OF COLUMBUS					
Name of Insured/Employee:				Social Security Number:	
Employee's Full Address:				Date of Birth:	Date of Death:
<b>If you already have a copy of the death certificate, please submit it with the claim application.</b>					
Insured/Employee's Marital Status (if known): <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Partnered <input type="checkbox"/> Unknown					
Date of Hire:	Effective date of employee's Insurance:	<input type="checkbox"/> Salaried <input type="checkbox"/> Hourly	Branch/Location:	Occupation:	
Classification: Class (if known): _____			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Union		
Employee's actual date last physically at work: _____					
Provide reason employee did not return to work on their next scheduled workday: _____					
<input type="checkbox"/> Illness <input type="checkbox"/> FMLA (provide approval form) <input type="checkbox"/> Retirement - Date: _____ <input type="checkbox"/> Other (please explain): _____					
Premiums paid to date for Insured/Employee?: <input type="checkbox"/> Yes <input type="checkbox"/> If No, date insurance was discontinued or not in force: _____					
Indicate if any of the following apply to this Employee:					
<input type="checkbox"/> Has been approved for LBO/Accelerated Death Benefits		<input type="checkbox"/> Has been Approved for Waiver of Premium			
<input type="checkbox"/> Has been Approved for Long Term Disability		<input type="checkbox"/> Applied for Conversion		<input type="checkbox"/> Applied for Portability	

## AMOUNT OF INSURANCE BEING CLAIMED FOR EMPLOYEE OR AMOUNT IN FORCE FOR EMPLOYEE IF DEPENDENT CLAIM

- Form is to be completed in its entirety and signed by the Official Representative of the Policyholder/Employer on page 2.
- Submission of claims on any voluntary or contributory Life plans, including Dependent coverage, must include copies of paper enrollment forms and/or online enrollment screen prints of current and two prior plan years for history of benefit elections and timely enrollment.

Basic Life: \$ _____		Supplemental Life: \$ _____	
<b>Earnings, if used to calculate Benefit Amount (reported earnings should be as defined in your policy. Attach W-2 if applicable)</b>			
Employee's Rate of Earnings used to calculate benefit Amount: \$ _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> W-2			
Regular number of hours scheduled to work (if applicable): _____	Effective date of above reported earnings: _____	Do earnings include commissions or bonuses?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Supplemental Life coverage is in force, was this elected during Annual Enrollment?: <input type="checkbox"/> Yes <input type="checkbox"/> No		Did employee complete Evidence of Insurability (EOI)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date elected: _____		Date EOI approved: _____	
Does the coverage claimed above reflect age reductions?: <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Please continue on next page**

The Hartford® is The Hartford Financial Services Group, Inc. and its subsidiaries, including underwriting companies Hartford Life and Accident Insurance Company and Hartford Fire Insurance Company. Home Office is Hartford, CT. The Hartford is the administrator for certain group benefits business written by Aetna Life Insurance Company and Talcott Resolution Life Insurance Company (formerly known as Hartford Life Insurance Company). The Hartford also provides administrative and claim services for employer leave of absence programs and self-funded disability benefit plans.

# Group Life Claim Forms for Employee or Dependent



## PART I - EMPLOYER'S STATEMENT (2 OF 2)

### BENEFICIARY / CONTACT INFORMATION - TO BE COMPLETED BY EMPLOYER/TPA FOR ALL CLAIMS

Do you have beneficiary designations on file? ☐ Yes ☐ No If Yes, please include all designations with your claim submission

- Please provide beneficiary contact information below, if available. Otherwise, provide known contact information for next of kin or insured's emergency contact

Has the beneficiary completed a Funeral Home Assignment, and provided it to you? ☐ Yes ☐ No

- If Yes, please include the Funeral Assignment with your claim submission

- If No, please provide any Funeral Home information available to you:

Name of Insured/Employee:		Social Security No.:
Beneficiary Name:	Date of Birth:	Relationship:
Full Mailing address:		
Telephone Number: ( )	Cell Number: ( )	E-mail Address:
Beneficiary Name:	Date of Birth:	Relationship:
Full Mailing address:		
Telephone Number: ( )	Cell Number: ( )	E-mail Address:
Beneficiary Name:	Date of Birth:	Relationship:
Full Mailing address:		
Telephone Number: ( )	Cell Number: ( )	E-mail Address:

### DEPENDENT INFORMATION - ONLY COMPLETE FOR DEPENDENT CLAIM

- If dependent claim is for a child, provide necessary paperwork to support the dependent was a full-time student OR support the dependent child was incapacitated, as applicable. Our claim team can help you if you're unsure what paperwork is necessary.

Full name of Deceased Dependent	Deceased Social Security Number	Date of Birth	Date of Death	Relationship to Employee
Last Residence (number, street, City, State, Zip Code)	Is Employee Actively at Work? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, complete date last worked and reason on page 1		Have premiums been paid to date for this dependent? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the dependent child over the Policy's limiting age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was the dependent child a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, and required by the Policy, include school enrollment verification		Was dependent child incapacitated? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### AMOUNT OF INSURANCE BEING CLAIMED FOR DEPENDENT

- Submission of claims on any voluntary or contributory Life plans, including Dependent coverage, must include copies of paper enrollment forms and/or online enrollment screen prints of current and two prior plan years for history of benefit elections and timely enrollment

Basic Dependent Life: \$	Supplemental Dependent Life: \$
If Supplemental Dependent Life coverage is in force, was this elected during Annual Enrollment?: <input type="checkbox"/> Yes <input type="checkbox"/> No Date elected:	Did employee complete Evidence of Insurability (EOI) for Dependent?: <input type="checkbox"/> Yes <input type="checkbox"/> No Date EOI Completed:
Dependent benefit is a: <input type="checkbox"/> Flat Amount <input type="checkbox"/> Percentage of Employee's amount If a percentage, please complete amount of employee insurance above	Does Coverage claimed reflect age reduction(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate if any of the following apply to this Employee:	
<input type="checkbox"/> Has been approved for LBO/Accelerated Death Benefits	<input type="checkbox"/> Has been Approved for Waiver of Premium
<input type="checkbox"/> Has been Approved for Long Term Disability	<input type="checkbox"/> Applied for Conversion <input type="checkbox"/> Applied for Portability

### TRAVEL INFORMATION - ONLY COMPLETE FOR BUSINESS TRAVEL ACCIDENT CLAIMS

- If available, please include any travel itineraries, incident reports or police reports

Trip Begin Date:	Scheduled Trip End Date:	Injury sustained during: <input type="checkbox"/> Work Activity <input type="checkbox"/> Pleasure Activity
Amount of BTA Insurance claimed: \$	Date of Accident:	Time of Accident (hr, min) : <input type="checkbox"/> AM <input type="checkbox"/> PM
Place of Accident:	Fully describe the circumstances of the Accident and nature of Injuries, if known: (Include incident/police reports as available; attach separate sheet, if necessary)	

### EMPLOYER CERTIFICATION

I hereby certify that the information provided on the Employer Statement is true and complete, according to the records of the Employer. I agree that this information is subject to audit by The Hartford and/or its representative.

CITY OF COLUMBUS

Employer	Address	
Signature	Date	Their Authorized Representative (Please print)
( )		( )
Telephone Number	E-mail Address	Facsimile Number

# Group Life Claim Forms for EMPLOYEE or Dependent



## PART II - BENEFICIARY'S STATEMENT (1 of 2)

Release of claim forms is not an admission of coverage under a policy for an employer, group or organization

We know this is a difficult time, and we want to assist you in filing your claim as quickly as possible. Please read all instructions below regarding completion of these forms. Also, please read the "Important Notice" on page 5.

- This form is to be completed in its entirety indicating your current address, date of birth and Social Security Number.
- All beneficiaries must elect a Payment Option on the next page. Please refer to the Safe Haven Interest Rate Notice and the Safe Haven Program Terms & Conditions pages of this form.
- **If the claim proceeds are payable to an Estate**, the beneficiary section below must be completed by the Executor or Administrator of the Estate. An official certificate of such person's legal appointment and qualification must be attached to this form. Please include the Estate Tax Identification Number. If none available, please explain.
- **If the claim proceeds are payable to a Trust**, the beneficiary section below must be completed by the Trustee and/or Successor Trustee(s) of the Trust. Applicable Trust pages indicating the name and date of the Trust; name of Trustee and Successor Trustee; and signature pages, must be attached to this form. Please include the Trust Tax Identification Number. If none available, please explain.
- **If any designated beneficiary is a minor**, the beneficiary section below must be completed by a custodian or guardian. Include the minor's Social Security Number and copy of the minor's birth certificate. Letters of Guardianship/Conservatorship and the supporting Court Order appointing the guardian/conservator for the minor's **estate or property** must also be included, if applicable.
- **If the claim is for a dependent child enrolled in an accredited school of higher learning**, submitted documents should include a student enrollment form executed by the school, applicable if required under the Policy.
- **If the claim submitted is for a Foreign Death**, Include both the Official Death Certificate and the Death of American Citizen abroad form. Please note that additional documents may be required upon claim review.

The Company reserves the right to require or to obtain further proof of information should it be deemed necessary.

Name of Deceased:	Date of Death:	Claim Number (if known):
Deceased's Permanent Address:		
Deceased's Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Partnered		
If the death certificate has been made available to you, please mark the manner of death: <input type="checkbox"/> Natural <input type="checkbox"/> Accident <input type="checkbox"/> Homicide <input type="checkbox"/> Suicide <input type="checkbox"/> Pending/Undetermined/Unknown Cause (if known): _____		
<b>Please provide a copy of the death certificate with your submission. If not available, please submit as soon as possible.</b>		
Please provide the Funeral Home information:		
Name:	Contact Person:	Telephone Number: ( )

**Please continue on next page to elect a payment option**

# Group Life Claim Forms for EMPLOYEE or Dependent



## PART II - BENEFICIARY'S STATEMENT (2 of 2)

**GROUP POLICYHOLDER/EMPLOYER NAME:** CITY OF COLUMBUS

Name of Insured/Employee:

Date of Birth:

Social Security Number:

### Substitute W-9 Statement

**Under penalties of perjury, I certify that:**

- (1) the number shown on this form is my correct taxpayer identification; and
- (2) I am not subject to a back-up withholding, because, (a) I am exempt from back-up withholding; or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends; or (c) the IRS has notified me that I am no longer subject to back-up withholding; and
- (3) I am a U.S. person (including a U.S. resident alien).

**Certification Instructions:** You must cross out item (2) above, if you have been notified by the IRS that you are currently subject to back-up withholding, because, you have failed to report all interest and dividends on your tax return.

**The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.**

**Signature:**

**Date:**

### DEATH BENEFIT PAYMENT OPTION

**The Hartford offers payment options. Please know if you do not make an election below, we will pay your benefits by the Safe Haven Program, except in AK, MN, NY, FL, CT or NC. The Safe Haven program option is not available for benefits less than \$10,000 (less than \$15,000 for MN residents) or when payable under the Voluntary Accidental Death plan, Accidental Dismemberment plan, or the Business Travel Accident plan. Further, the Safe Haven Program is not an option for minor beneficiaries, estates or trusts.**

**Please review the Safe Haven Program Terms & Conditions and the disclosure on the interest rate earned.**

☐ I would like the full amount of the insurance proceeds payable to me in a single distribution, into the Safe Haven Program. I have reviewed and understand the Safe Haven Program Terms & Conditions that have been provided to me.

☐ I would like the full amount of the insurance proceeds payable to me by check.

Beneficiary Name: (print)

Date of Birth:

Relationship:

Citizenship: ☐ U.S. citizen

☐ U.S. resident

☐ Non-resident alien (Request a W-8BEN)

Complete Mailing Address: (Number & Street)

Beneficiary's Social Security Number or  
Estate /Trust Tax ID:

(City, State & Zip Code)

Telephone Number:

Day: ( )

Evening: ( )

Personal Cell Telephone Number: ( ) May we have your authorization to leave confidential medical and benefit information on your personal cell phone? ☐ Yes ☐ No and/or request this by e-mail? ☐ Yes ☐ No Please initial here: \_\_\_\_\_ to confirm your election

**By signing below:**

- (1) **I Hereby Certify and Agree** that I have read and understand the IMPORTANT NOTICE on page 5 of this claim form package.
- (2) **I Understand and Agree** that payment of the claim proceeds according to any alternate mode of settlement specified in the policy will only be made if the Company receives a written request for such alternate method of payment from me prior to the payment of the claim proceeds.
- (3) **I Hereby Certify** that the information provided on this Beneficiary Statement is true and complete, to the best of my knowledge.
- (4) **I Understand and Agree** that if I receive claim proceeds which are not due to me, I will reimburse The Hartford.

**Signature:**

**Date:**

**E-mail address:**

X

**For residents of all states EXCEPT Arizona, Alabama, California, Colorado, Florida, Kentucky, Maine, Maryland, New Jersey, New York, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Tennessee, Virginia and Washington:** 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.

**For Residents of 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.

**For Residents of 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.

**For Residents of 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.

**For residents of 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 award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**For residents of 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.

**For residents of Kentucky:** Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim or an application for insurance 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.

**For residents of Maine, Tennessee, 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 may include imprisonment, fines and denial of insurance benefits.

**For Residents of Maryland:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit and 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.

**For residents of New Jersey:** Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties. Any person who includes any false or misleading information on an application for insurance policy is subject to criminal and civil penalties.

**For residents of Ohio:** Any person who, with intent to defraud or knowing 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.

**For residents of 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.

**For residents of Oregon:** 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 that the insurer relied upon is subject to a denial and/or reduction in insurance benefits and may be subject to any civil penalties available.

**For residents of 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 hereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**For residents of 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.

**For residents of Virginia:** Any person who, with the 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 may have violated the state law.

**For residents of 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.

The statements contained in this form are true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# INTEREST RATE NOTICE

## The Safe Haven<sup>®</sup> Program



Effective 11/01/18, the rate of interest credited on assets in the Safe Haven Program is **0.6) %\***

Safe Haven is intended to provide our customers with a convenient means for paying for their immediate needs and to allow them time to decide how to use the remaining balance of their insurance or annuity proceeds. Interest is paid from the date your claim is settled to the date you withdraw your funds.

Interest is compounded daily and credited to your account on the last day of each month. Interest will be available for withdrawal the day it has been credited.

If you elect to participate in The Hartford's Safe Haven program, your insurance or annuity proceeds ("Safe Haven assets") will be held in The Hartford's general account.

The Hartford will earn investment income on Safe Haven assets. The difference between the investment income earned on the Safe Haven assets and the interest rate credited to our customers participating in the Safe Haven program will provide The Hartford with a profit and cover the expenses we incur.

\*The Hartford, in its sole discretion, determines the credited interest rate and can change the rate at any time. The current rate of interest will be displayed on your Program statement or you can call Customer Service at 1-800-918-2335. In determining the interest rate, we also factor in the impact of The Hartford's profitability, general economic trends, competitive factors and administrative expenses.

The interest rate is effective 11/01/18; all other information and representations herein are as of 10/15/11.



# Terms and Conditions

This constitutes a supplemental contract.

## The Safe Haven Program



The Hartford® is The Hartford Financial Services Group, Inc. and its subsidiaries, including issuing companies Hartford Fire Insurance Company, Hartford Life Insurance Company, Hartford Life and Annuity Insurance Company, Hartford Life and Accident Insurance Company, and Hartford Life Group Insurance Company. Hartford Life Insurance Company and Hartford Life and Annuity Insurance Company are acting as the administrator of the Safe Haven program for Time Insurance Company, Union Security Life Insurance Company of New York and Union Security Insurance Company. Refer to the original policy for the appropriate insurer.

### A. Your Proceeds

The full amount of the insurance proceeds payable to you has been distributed, in a single distribution into the Safe Haven Program. This is a draft account, not a checking account. Checks are drafts drawn on banks. Under the Safe Haven Program, your money is not held in a bank. It is held in The Hartford's general account. As a result, your drafts are drawn on The Hartford and are only payable through the Bank of New York Mellon, 500 Ross St, Room 1380, Pittsburgh, PA 15262.

The draft kit mailed to you provides access, at any time, to part or all of these funds by writing one or multiple drafts, which you can use like personal checks. Please note that certain merchants as part of their business protocol, may screen a customer's check or draft payment for acceptance using a variety of factors (e.g. customer's check writing history) and/or utilize third party check verification services. A merchant may consider the nature of a draft account as one factor in their screening process.

You understand that after the distribution into The Safe Haven Program, which constitutes full payment of the insurance proceeds, any claim that

you may pursue against The Hartford will relate to the undertaking between you and The Hartford as to The Safe Haven Program, not the insurance policy. Original claim settlement options are not preserved.

### B. Interest Earned

The Hartford credits interest on your money compounded daily and credited to you on the last day of each month. Interest is earned on the funds in Safe Haven from the date your claim under the insurance policy is settled and the full amount payable to you has been distributed, in a single distribution, through the Safe Haven Program. Interest will be available for withdrawal on the day it has been credited.

The Hartford in its sole discretion, determines the credited interest rate. The interest rate is based, in part, upon the analysis of interest rates credited on similar short-term products. In determining the interest rate, we also factor in the impact of The Hartford's profitability, general economic trends, competitive factors and administrative expenses.

Your money in the Safe Haven Program is held in The Hartford's general account. The Hartford will earn investment income on Safe Haven assets. The difference between the investment income earned on the Safe Haven assets and the interest rate credited to our customers participating in the Safe Haven program will provide The Hartford with a profit and cover the expenses we incur.

### C. Tax Reporting and Considerations

The interest earned on your account is considered taxable income. The Hartford is required by law to report the interest amount annually to you and the Internal Revenue Service (IRS). If the interest earned in Safe Haven during the year is \$10.00 or more and you are a U.S. Person, a form 1099-INT will be mailed to you at the end of the year.

If you are a Foreign Person, the interest amount is subject to different reporting requirements.

Choosing and keeping a retained asset account may have tax implications. Please consult with a tax advisor with any tax questions related to your account.

#### **D. Not FDIC Insured**

Your money in the Safe Haven Program is not held in a bank account and is not insured by the Federal Deposit Insurance Corporation; nor is it backed or guaranteed by any federal or state government agency. Your money is held in the general account of the applicable issuing company of The Hartford and your ability to withdraw your money is based on the claims paying ability of the issuing company as listed above.

In the event of insurer insolvency, your state's Insurance Guaranty Association provides some coverage of assets in the Safe Haven Program. Since coverage varies by state, we advise you to contact your state's guaranty association for information about coverage and limitations. You can find the link to their website at [www.nolhga.com](http://www.nolhga.com) - the National Organization of Life and Health Insurance Guaranty Associations (phone: 703-481-5206).

#### **E. Minimum Balance Requirement**

If the balance of your proceeds drops below \$750, we will mail you a check for the balance of your funds, the accrued interest, and a closeout statement on the last day of the month. Certain accounts that are scheduled to receive future deposits are exempt from this requirement; please contact customer service with any questions.

#### **F. Statements**

Each quarter you will be mailed a statement showing withdrawals, interest credited, cleared drafts, current interest rate, and any other activity.

Interim monthly statements will only be provided upon request or when there are new transactions posted or credited to your proceeds other than earned interest.

#### **G. Fraud Prevention & Your Responsibilities**

You should exercise reasonable care and promptness in examining your statement and notify customer service immediately if you question a particular transaction. Failure to report

any questionable transactions in a timely manner may result in loss of funds.

You should keep your Safe Haven draft book in a safe and secure location. In the event you lose possession of your Safe Haven draft book, you must notify customer service. Failure to report a lost or stolen draft book in a timely manner may result in loss of funds.

You are responsible to provide a valid W-9 form for name, signature and tax identification number verification. Failure to do so may impact transaction processing, security authentication and our mutual efforts to prevent fraud.

In the event of reasonably suspected or known fraud, The Hartford reserves the right to freeze funds in the account pending timely receipt of required documents, investigation and resolution. To the extent required by applicable state law, The Hartford is responsible for any unauthorized use of the Safe Haven account and will make you whole in the event of an unauthorized use, including among other events, payment made on a forged instrument.

#### **H. Cleared Drafts**

Cleared drafts will be retained by the Bank of New York Mellon and will not be returned to you. A copy of cleared drafts will be printed on your statement.

You may also obtain a copy of a cleared draft by contacting Customer Service.

#### **I. Fees and Withdrawal Restrictions**

The Safe Haven Program does not charge any fees against your account.

There are no restrictions for withdrawal frequency or minimum withdrawal amounts.

#### **J. Deposits**

You may not make deposits into Safe Haven. Only interest earned and insurance proceeds distributed to you may be deposited.

#### **K. Ending Participation in Safe Haven**

You can choose from any of the three following options to terminate your participation with Safe Haven:

- Write a draft for the entire balance;
- Call Customer Service and request that your participation be terminated;



- Write a letter asking that your participation be terminated and mail it to:

The Hartford  
Safe Haven Program  
P.O. Box 5005  
Hartford, CT 06102

Please include your name, account number, address, signature, and a phone number on all correspondences.

#### **L. Account Inactivity**

We may be obligated to transfer (escheat) your money in the Safe Haven Program to your state if no activity occurs in the account within the time period specified by your state's unclaimed property laws. Safe Haven understands the importance of customer communication and will make reasonable and customary attempts to research and contact you seeking your response prior to any such transfer. It is important that you keep your name, address and contact information current.

Examples of account activity that indicate your desire to continue participation may include:

- Contacting customer service to update or confirm your contact information
- Viewing account activity and other information online at <http://www.thehartford.com>
- Calling our automated phone system 24/7 at 1-866-414-8181 for basic information
- Writing a draft to pay bills, make purchases, get cash, invest, et cetera.

As always, if you need assistance with any of these options then call customer service. We are here to serve you.

#### **M. Changes in Terms and Conditions; Acceptance**

The Hartford reserves the right to change the terms and conditions of this Safe Haven program. You will be informed in your quarterly statement that changes have been made. Your continued usage of the services provided through Safe Haven constitutes acceptance of these terms and conditions.

In addition, The Hartford reserves the right to terminate your participation at any time.

#### **N. Address Change**

Please notify us of any change of address. Failure to provide new address information could cause a delay in your receipt of quarterly statements and year-end tax forms.

#### **O. Assignments**

Your Safe Haven is not transferable.

#### **P. Beneficiary Designation**

You can specify primary and contingent beneficiaries for your Safe Haven proceeds who will receive any remaining funds in the event of your death. We request that you provide us with beneficiary information prior to establishing your account. For each named beneficiary, we request their address, social security number, date of birth, phone number and percent distribution. You may easily obtain a beneficiary designation form at any time by contacting Customer Service. Your beneficiary designation will be effective only if you execute a beneficiary designation form and receive our letter of confirmation.

If you do not designate a beneficiary, The Hartford, upon notification of your death and receipt of a valid death certificate and required documents, will close your account and pay any remaining funds to your estate.

#### **Q. Authorized Persons**

You, the accountholder, are the only contact authorized to act on this account unless the appropriate legal authorization is established (e.g. power of attorney, guardianship, or conservatorship paperwork) and the required program documents are completed and returned. Program documents will be supplied upon your request and will require that you provide the proper identification information for any party being granted financial authorization, including their name, address, phone number, social security number, date of birth and signature. Upon receipt of legal and program documents, a review will be performed to determine authorization and you will be provided a confirmation of processing.

## **R. Payment Interruption**

In the event of insolvency of the issuing company, a lengthy delay is possible before you can get your money.

## **S. Customer Service**

For additional information and answers to any questions, you can reach our Customer Care Center toll free at 1-800-918-2335. Or write us, including your name, account number, address, signature, and phone number, at:

The Hartford  
Safe Haven Program  
P.O. Box 5005  
Hartford, CT 06102

For Private Express Mail Carriers:

The Hartford  
Safe Haven Program  
1 Griffin Road North  
Windsor, CT 06095-1512

Automated services provide basic transactions 24 hours a day, 7 days a week by calling 1-866-414-8181. This toll free number is also located on your quarterly statement.

**FOR FURTHER INFORMATION, PLEASE  
CONTACT YOUR STATE DEPARTMENT  
OF INSURANCE.**

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We recommend that you consult a financial advisor regarding investment options.

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