

Fax: (877) 404-6457

Phone Number: (855) 649-9648

# **Group Short-Term Disability Claim Form**

Return to Dearborn Life Insurance Company at:

Attention: Claim Department P.O. Box 7071

Downers Grove, IL 60515

## A complete submission consists of the REQUIRED items listed below

- You may submit each section separately or together.
- Please print all information requested.
- If a date is requested, enter month, day and year.
- · Be certain to sign and date all forms.
- When at least one of the Required sections is received, we will mail you an acknowledgement letter that will provide you with your claim number.
- Once all Required sections are received, we will begin our evaluation of your claim.

## REQUIRED - THE FOLLOWING FORMS MUST BE SUBMITTED FOR US TO EVALUATE YOUR CLAIM

- 1. **Employee Statement** To be completed by the employee who is applying for Short-Term Disability benefits
- **2. Authorization for Release of Medical and Other Information** To be completed by the employee. Print your name, sign and date this form. Provide a copy to your attending physician(s).
- 3. Employer Statement Ask your employer to complete, sign and date the form. Your employer should attach: (1) Job Description, (2) Proof of enrollment if you elected this coverage, (3) Documentation of earnings if your benefit is based on something other than straight salary (e.g., prior year W-2, monthly commissions), (4) if Workers' Compensation claim filed, include copy of First Report and decision.
- **4. Attending Physician Statement** Ask your physician to complete the form by printing the information regarding your condition, then signing and dating the form.

## OPTIONAL - IT IS YOUR CHOICE TO SUBMIT EITHER (OR BOTH) OF THE FOLLOWING FORMS

- Direct Deposit Authorization Form If your claim is approved, you can choose to receive your payments via
  direct deposit to a savings or checking account. If you wish to have direct deposit please complete the Direct
  Deposit Form and send to us at the address shown above. If you do not elect direct deposit, your benefit checks
  will be mailed.
- **2. Authorization to Disclose Information to Third Parties** If you authorize us to discuss your claim with a third party (e.g., Family member, friend, legal representative) complete this form and return it to us.

ONCE EACH SECTION ABOVE IS COMPLETED, SIGNED AND DATED, IT CAN BE SENT VIA FAX TO (877) 404-6457, OR MAILED TO THE ADDRESS ABOVE. EACH SECTION MAY BE SUBMITTED SEPARATELY.

We will do our best to expedite your claim decision.

If you have questions, please contact us at (855) 649-9648 from 8:00 AM to 8:00 PM EST, Monday through Friday.

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Underwritten by Dearborn Life Insurance Company

Return to Dearborn Life Insurance Company at:

Attention: Claim Department

P.O. Box 7071

Phone Number: (855) 649-9648 Fax: (877) 404-6457 Downers Grove, IL 60515

	(First)		(MI)	Social Securit	ty#		Birthdate	
Address		City			State	Zip	Phone #	
/laiden Name	Alias Name		E-m	nail	-			
lame of Employer		Occupation				Loca	tion	
lava vari an da vari alan ta fil	la a Mankana' Cananan	antina daim faut	hia Diaa	hilih Vaa	□N <sub>0</sub>			
lave you or do you plan to fil	e a vvorkers Compen	sation claim for t	nis disa	bility: Yes	No			
lave you or do you plan to fil	e for Social Security b	enefits for this D	isability:	Yes	No			
Describe other income you a	re receiving:					DATE	DATE	NAME OF
YES NO	TYPE *			AMOUN	IT	BENEFITS BEGAN	BENEFITS TERMINATED	INSURANCE CARRIER
	Social Securit	y (disability or retire	ement)	\$				
	State disability Retirement (no	/ ormal, early or disa	hility)	\$ \$				
	Workers' Com	-	,	\$				
	Group disabili	-		\$				
	Other (describe * Please send	e) I a copy of your awa	ard letter.	. if applicable.				
f Maternity Claim  Date of Delivery:  Were there any complicati	ons causing you to sto		ctual	nity 2. Type of Delive ected delivery da		• 🗀		ıknown at this tiı
f Maternity Claim  Date of Delivery:  Were there any complicati f Sickness / Accident C  Date of accident or beginn	ons causing you to sto laim ing of sickness:	stimated A	ctual	2. Type of Delive	ate: If yes,	, please expla		
s Your Disability caused by:  f Maternity Claim  Date of Delivery:  Were there any complicati  f Sickness / Accident C  Date of accident or beginn  It is likely a single of the single	ons causing you to sto  laim ing of sickness: s: ame or similar sicknes	stimated A p work prior to y	our expe	2. Type of Delive ected delivery datast worked ("DLV	ate: If yes,	, please expla	in:	known at this tir
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Specialty Benefits group insurance products are issued by Dearborn Life Insurance Company, 701 E. 22nd St. Suite 300, Lombard, IL 60148. Dearborn Life is a separate company and does not provide Blue Cross Blue Shield of Michigan products and is financially responsible for the products it issues.

#### AUTHORIZATION FOR RELEASE OF MEDICAL AND OTHER INFORMATION

## To Be Completed by Employee:

TO:

- · Physicians and Other Health Care Professionals
- Consumer Reporting Agencies and Credit Report Bureaus
- Pharmacies and Pharmacy Benefit Managers
- State Vocational Rehabilitation Agencies and other providers of rehabilitation services
- Group Policyholders, Contract Holders/Vendors, Claims Administrators or their successors Insurers, including workers' compensation insurers or administrators, and Pre-Paid Health Plans
- Medical Information Bureau (MIB) or other companies, which collect health and insurance information

- · Hospitals, Clinics and Health Care Facilities
- Governmental Agencies (including and not limited to the Social Security Administration ("SSA"), Internal Revenue Service, Veterans' Administration, Railroad Retirement Board, Jones Act Administration, and State Retirement Systems)
- Employers
- Attorney Representatives
- · Advocates for SSA or Benefits Programs

You are authorized to provide information related to my health condition and job modifications/accommodations with my current or future employer to:

- Dearborn Life Insurance Company;
- The plan administrator or claim administrator of any benefit plan under which I may be a participant; or
- Claims investigators, attorneys, physician consultants and other service providers involved in the administration, evaluation, and management of the plan and/or claim.

This form allows the release of the following information, collectively referred to as "Information":

- Records, office notes, test results, diagnostic imaging studies, data, and information about health care history, diagnosis, prognosis, treatment, rehabilitation, vocational testing, examinations and prescriptions;
- Employment-related information, including any claims for workers' compensation;
- Income and tax-related information;
- Information from credit reporting bureaus or other consumer reporting agencies; and
- Information regarding insurance coverage or pension benefits, including claims submitted and benefits paid.

I understand that the Information being disclosed may include protected health information under the Health Insurance Portability and Accountability Act of 1996 and accompanying regulations (HIPAA), information regarding mental health conditions and the use of drugs or alcohol, and information regarding the human immunodeficiency virus (HIV).

I understand that the Information will be used for the purpose of evaluating, managing and/or administering benefits for short-term disability, long-term disability, salary continuation, workers' compensation, which are excepted benefits under HIPAA, or any other benefit program offered by and through the employer (hereinafter collectively referred to as "Benefits Program"), developing a vocational rehabilitation plan, and other purposes in connection with the administration of the Benefits Program,.

I further authorize re-disclosure of any Information obtained or developed in the course of managing and/or administering the Benefits Program to the plan administrator or claim administrator of any Benefits Program under which I may be a participant, employers, reinsurers, the SSA, claims investigators, attorneys, physician consultants and other service providers, including treating physician(s), solely for the purpose of evaluating, analyzing, managing and/or administering the Benefits Program. I understand that information re-disclosed pursuant to this authorization may not be protected under HIPAA.

I understand that this authorization shall remain valid during the duration of my claim or such shorter period as mandated by applicable law. I also understand that I have the right upon request to receive a copy of this authorization. I agree that a photocopy of this authorization shall be as valid and effective as the original.

I understand that I have the right to refuse to sign this authorization and that this authorization is subject to revocation at any time by my giving written notice that is signed by me to the address below. I understand that any such revocation shall not apply to any disclosure or re-disclosure of Information made in reliance on my initial authorization. I also understand that my failure to sign this authorization, or my subsequent revocation of this authorization, may impair the ability of Dearborn Life Insurance Company to process my claim and may lead to the denying or terminating of my claim for benefits.

Employee's Signature	Date	
Employee's Full Name	Date of Birth	
If the Employee is unable to sign, an authorized representative	e may sign below for the Employee	
Representative's Signature	Date	
Representative's relationship to Employee:	Phone #	
P.O. Box 7071, Downers Grove, IL	60515 • Toll Free: 855.649.9648 • Fax: 877.404.6457	

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Signature:

Group Products Underwritten by Dearborn Life Insurance Company

## **DIRECT DEPOSIT AUTHORIZATION AGREEMENT**

Mail form to:
Life Insurance Company

Dearborn Life Insurance Company P.O. Box 7071

<b>Fax:</b> (855) 649-9648 <b>Fax:</b> (877) 404-6457		Downers Grove, IL 60515
New Direct Deposit	Cancel Direct Deposit	Change to Current Direct Deposit

Please Print		
Name:	Social Security Number:	Claim Number if known:
Fill out either the Checking Account Information Section of You may indicate of		nion Information Section.
Checking Accou	ınt Information	
Obtain this information directly from the bottom		cial institution.
Name of Financial Institution:		
Address of Financial Institution:		
Routing Number (first number on bottom left of check):	Account Number (second number	per on bottom of check):
3	(2222	,
Savings Account/Cred	lit Union Information	
Obtain this information from		
The information on your deposit slip		e.
Name of Financial Institution:		
Address of Financial Institution:		
Address of Financial Institution.		
Routing Number (first number on bottom left of check):	Account Number (second numb	oor on bottom of chack):
Routing Number (first number on bottom left of check).	Account Number (Second Humb	ber on bottom of check).
Authorization		
I hereby authorize the company to initiate credit entries and	if necessary, debit entries and a	diustments for any credit
entries made in error to my account, with the financial institu		
to credit or debit my account for the amount of those entries		
This cuthorization is to remain in effect until the accuracy to	an analysis of confidence and file of the confidence	one one of the termination to
I his authorization is to remain in effect until the company ha	as received written notification fro	om me ot its termination in
to credit or debit my account for the amount of those entries  This authorization is to remain in effect until the company ha		om me of its termination in

Dearborn Life Insurance Company's group insurance products are offered as Specialty Benefits in cooperation with Blue Cross Blue Shield of Michigan.

Date:

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# Third Party Authorization

Return to Dearborn Life Insurance Company at:

Attention: Claim Department
P.O. Box 7071

Downers Grove, IL 60515

## **Phone Number:** (855) 649-9648

**Fax:** (877) 404-6457

Complete this form if you wish for Dearborn Life Insurance Company employees or duly authorized representatives to communicate with a family member, friend or other third party about your claim. You must read this form carefully, complete it in its entirety, sign and date it, and fax or mail it to the fax number or address above.

provide and rec		nancial information rela			rn Life Insurance Company to with the family member(s),
My Spouse:					
	Name (Last)	(First)		(N	II) Phone Number
Family Member:	Name (Last)	(First)	(MI) F	Relationship	Phone Number
Other Third		(1 1131)	, ,		
Party:	Name (Last)	(First)	. ,	Relationship	
I authorize Dea	rborn Life Insurance	Company to leave message	es about my clain	n on my vo	icemail/answering machine.
Jnless otherwise re	evoked, this Optional	Authorization is to remain in	n effect for a peri	od of:	
3 months	6 months	9 months	2 months*	from the sig	nature date below
					period. For periods greater than 12 would be a more appropriate option.
n executing this Au	uthorization:				
my health	may be related to an	y disorder of the immune sy	stem including, I	but not limit	and that such information about ted to, HIV and AIDS; use of does not include psychotherapy
		on provided to the designate rederal regulations governing			redisclosure and might not be inancial information.
· I understa	nd that this authoriza	tion is valid only for the peri	od chosen above	Э.	
Insurance	Company from Shor		rm Disability and	d/or Long-T	transitions with Dearborn Life erm Disability to Life Waiver of
		this Optional Authorization a y Dearborn Life Insurance C			vocation will take effect only ed above.
	nd that any such revo	ocation shall not apply to an	y disclosure or re	e-disclosure	e of information made in reliance
I may request	a copy of this author	ization and a copy shall be a	as valid as the or	riginal.	
Printed Name (Last	i)	(First)		(MI)	Claim Number
Claimant Signature					- Date
	wer of Attorney Desig granting authority.	nee, Personal Representativ	e, Guardian, or (	Conservato	r, please sign below and <b>attach a copy</b>
Printed Name (Last	t)	(First)		(MI)	Relationship
Signature					Date

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Attention: Claim Department P.O. Box 7071

Downers Grove, IL 60515

**Phone Number:** (855) 649-9648 **Fax:** (877) 404-6457

Downers 0

EMPLOYER STATEMENT (Please Print)				
Employer Name			G	roup #
Employer Address	City	State	Zip	Phone #
Division/Location	Subsidiary Name	Con	tact Person	
Contact Person Phone #	Contact Person E-mail		Contac	ct Person Fax #
Employee Name (Last) (First	(MI) Socia	al Security	<i>'</i> #	Employee ID #
Employee Occupation / Job Title (Attach Job De	Sedentary	Light	Medium	Heavy Very Heavy
Effective Date of STD Coverage Did Employee under Prior ST		STD Cove	rage Effectiv	e Date Under Prior STD Policy
Other Coverages Employee has through Dearbo	orn Life Insurance Company:			
Long-Term Disability Life Critical	Illness Accident Acci	dental Deat	th & Dismembe	erment
Date of Hire Last Day Worked FT Fi	rst Date of Absence Date Retur	ned to Wo	rkFT T	ermination Date (if applicable)
Class # Hours Worked Per Week FT	Salary Hourly Weekly	Biweekly  Monthly	Semir	monthly Prior Year W2*
*If policy defines Salary as Prior Year W2, include cop	by of last year's W2 with claim form.			
Amount of weekly disability benefit \$	(SELF-ADMINISTERED C	NLY)		
Employee received (date): Salary continuation through Vacation through	Workers' Compensation (W/C) Cla  If yes, provide W/C Carrier Name:	im Filed for	this Disability:	Yes No
Sick Leave through  PTO through	- W/C Contact Person's Name and F	Phono:		
· · · · · · · · · · · · · · · · · · ·	_			
If the Employee is released to return to work in restrict If yes, provide contact name and phone #:	ed duty, are you willing to discuss acc	ommodatio	ns: Yes	No
Premium Contributions - if this section i	s not completed, the claim w	ill be tax	ed at 100%	, D
Do you gross up Employee's salary to cover premium	•			_
Does the Employee contribute toward the cost of this		If "Yes":	Pre-Ta	x Post-Tax
Employee pays % of premium, Emp	bloyer pays % of premi	ium.		
See IRS Publication 15-A Employer's Supplemental information on calculating the taxable percentage.	· · · · ———		or <b>IRS Reven</b>	ue Ruling 2004-55 for more
Signature of Authorized Employer/Plan Representativ	е			Date Signed
Print Name				
Telephone #	Fax #	E-ma	ail Address	

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# **Group Short-Term Disability Claim Form**

Group Products Underwritten by Dearborn Life Insurance Company

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Attention: Claim Department P.O. Box 7071

Downers Grove, IL 60515

**Phone Number:** (855) 649-9648

Fax: (877) 404-6457

ATTENDING PHYSICIAN STATEMEN		(Must be cor		Tull at the		
Employee's Name (Last)	(First)		(MI)	Male	Birthdate	Age
Address	City	State	Zip	Female		
s the Disability caused by: Sickness	Accident Maternity				Height	Weigh
Maternity Claim	ш ш	•				
	mated Actual 2. Type of	Delivery: Vaginal	C-Section	3. Date of	LMP:	
4. Were there any complications causing the pat			_			
All Other Claims / Diagnosis						
1. Primary ICD10 Diagnosis Code:		Diagnosis:				
2. Secondary ICD10 Diagnosis Code:		 Diagnosis:				
3. Date symptoms first appeared or date of accident	dent:	Date patient first consu	ilted you for	this conditio	n:	
4. Is the condition work related: Yes No			, , , , ,			
5. Describe any other disease or complications a	affecting present condition:					
All Other Claims / Treatment						
1. Surgery Date:	CPT Code:	Details:				
2. Dates of treatment other than surgical:						
3. Hospital name & address with dates of confine	ement: From	To	Ir	patient	Outpatient	
Hospital name:	Hospital address:		Н	ospital Ph. #		
4. Has patient ever had same or similar condition	n: Yes No (If yes, state	e when and describe)				
5a. Is patient still under your care: Yes	No 5b. Date of next office vis	sit:5c.	Frequency	of visits:		
6. Is patient under the care of another physician	: Yes No (If yes, pro	vide name, address and ph	one # of ph	ysician)		
All Other Claims / Impairment						
1. Patient was or will be continuously unable to	work:					
In his/her own occupation: From		his/her own occupation: F	rom		To	
Patient can return to work:   Full time	Part time On					
Current Limitations - What the patient cannot of	io:					
Current Restrictions - What the patient should	not do:					
2.How long do you expect these restrictions and	I limitations to impair your patie	ent:				
☐ Date ☐ Una	able to determine, follow up in	weeks	Perr	nanently		
3. In your opinion, is patient candidate for rehabi			_	,		
4. If patient is diagnosed as terminal, is life expe		s 12 months or less	Othe	r		
		:=o o. 1000				
Remarks						
		Phone #		Fov #		
Physician Name				Fax # 		
·				Date		
Physician Name Physician Signature Address		City	Sta		Zip	

Dearborn Life Insurance Company's group insurance products are offered as Specialty Benefits in cooperation with Blue Cross Blue Shield of Michigan.

Specialty Benefits group insurance products are issued by Dearborn Life Insurance Company, 701 E. 22nd St. Suite 300, Lombard, IL 60148. Dearborn Life is a separate company and does not provide Blue Cross Blue Shield of Michigan products and is financially responsible for the products it issues.

## **Fraud Notices**

Administrative Office: 701 E. 22nd Street, Lombard, Illinois 60148

# The laws of some states require us to furnish you with the following notice: FOR APPLICATIONS AND CLAIMS:

<u>Alabama</u>: 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.

<u>California</u>: For your protection California law requires the following to appear on this form. Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a 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.

<u>District of Columbia</u>: **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.

<u>Hawaii</u>: For your protection, Hawaii law requires you be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

**Kentucky:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or 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.

<u>Maryland</u>: Any person who knowingly or willingly 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.

<u>New Mexico</u>: 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.

<u>Ohio</u>: Any person who, with intent to defraud or knowingly 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.

<u>Oklahoma</u>: 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 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 with the penalty of 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.

<u>Tennessee</u>: 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.

<u>Washington</u>: 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.

<u>West Virginia</u>: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

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## The laws of some states require us to furnish you with the following notice:

### FOR CLAIMS ONLY:

<u>Alaska</u>: 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.

<u>Arizona</u>: 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.

<u>Arkansas</u>: 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.

<u>Delaware</u>: 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.

<u>Idaho</u>: Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement of claim containing false, incomplete, or misleading information is guilty of a felony.

<u>Indiana</u>: 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.

<u>Minnesota</u>: A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

<u>New Hampshire</u>: 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 NH 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.

<u>Texas</u>: 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.

## FOR APPLICATIONS ONLY:

<u>New Jersey</u>: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

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