

ANTHEM LIFE INSURANCE COMPANY
LOCAL OFFICER INSTRUCTIONS FOR COMPLETING SECTION 2 OF THE
ANTHEM CLAIM FORM FOR A RAIL MEMBER
(Group Policy Number AL00002625)

January 2012

1. You will need to complete Section 2 of the Anthem Claim Form for your member when they file a claim. Most of the fields are self-explanatory. This document points out a few items of importance.

An incomplete Claim Form will delay the processing of your member's claim. Please be sure you have answered all questions completely and written legibly. Your member should provide you with their most recent pay stub and/or an itemized earnings statement (to facilitate the completion of items 25(a,b,c,d) and 27) along with the Claim Form.

2. Item 19 Effective Date of Insurance: This information can be looked up in iLINK by doing a member search and clicking on the insurance tab. This will display all the insurance information for your member. Look for "GDR" in the Plan column and read across two columns to the Eff. Date to find the effective date of insurance. If you have any difficulty locating this information please contact the UTUIA (216-228-9400) for assistance.

3. Item 21 Social Security Number: This is the member's SSN – not your SSN.

4. Item 22 Member Number: Leave this blank.

5. Item 23 Member Benefit Class: Check box 01Railroad.

6. Item 27 Member's Wage: This is the member's wage rate as of the date of disability.

7. Item 35(a,b,c,d): Enter the local number in 35a and city/state/zip code in 35b, 35c, 35d.

8. Item 34 Local Officer Phone Number: Provide your phone number so that an Anthem claims adjuster may contact you if they have any questions to your responses on Section 2.

9. IMPORTANT! Be sure to print your name and title (items 36 and 37) and sign your name and date the form where indicated.

10. Return the Claim Form and pay stub/itemized earnings statement to your member.

Contact the UTUIA (216-228-9400), if you have any questions regarding the information being requested on the Anthem claim form.

THANK YOU

*If the Local Chairman is unavailable, another local officer may complete the Claim Form.