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 Insurance and Annuity Company.
- 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 Insurance and Annuity Company

Or FAX to:

P.O. Box 924408

1-713-583-0677

Houston, TX 77292-4408



Manhattan Life Insurance Company Family Life Insurance Company Western United Life Assurance Company ManhattanLife Insurance and Annuity Company

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

Authorization to Obtain and Disclose Protected Health Information and Other Information

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

www.manhattanlife.com

10777 Northwest Freeway Suite 600 Houston, TX 77092

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

Naı	me or Employer		Policy Number
Prir	mary Policyholder Covered by the Health Plan (Last, First)		
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; lii) the provision of health care to me; or (iii) the past, present, or future payment for the provision of health care to me. For my purposes and at my request, I authorize Manhattan Life Insurance Company, Family Life Insurance Company, Western United Life Assurance Company and ManhattanLife Insurance and Annuity Company to disclose my protected health information to the following Individual, organization, or class of persons (e.g., group Individuals within the organization) (check all that apply): My Spouse: (specify) The protected health information that may be used and disclosed to my Spouse is as follows (check all that apply):		Date of Births and Relationship to Primary Policyholder (self, spouse, dependent child or designated personal rep)	
		[If choosing "Other", describe in as much detail as possible the protected health information that you wish to be used or disclosed. For example, the information to be used or disclosed may relate to payment, enrollment, or claims. If so, you should include, if available, the types of claims, dates of service, or types of service.] I understand that I may refuse to sign this authorization. I furthe understand that the above named health plan will not condition enrollment or eligibility for benefits on my signing this authorization. I understand that I may revoke this authorization at any time by sending a written notification to the above named health plan at the address located below, and this revocation will be affective for future uses and disclosures of protected health information. However, I further understand that this revocation will not be effective: (i) for information that the above named health plan already has used or disclosed, relying on this authorization or (ii) if the authorization was obtained as a condition for coverage in the above named health plan and, by law, the above named health plan has a right to contest the coverage.	
	□ Explanation of Benefits □ Claims Status or Protected Health Information related to Claims Status □ Other (specify) ■ My Employer Plan Spenger:	individuals or organ clearinghouses, or my protected healt	my protected health information is to be received by nizations that are not health care providers, health care health plans covered by federal privacy regulations, the information described above may be re-disclosed
	My Employer/ Plan Sponsor: The protected health information that may be used and disclosed to my Employer/Plan Sponsor is as follows (check all that apply): ☐ Eligibility ☐ Explanation of Benefits ☐ Claims Status	This authorization when it was signed the above named h	exted by federal privacy regulations. expires at the earlier of: 1) 12 months from the date of the control of
	☐ Other (specify)		
	Agent: (specify) The protected health information that may be used and disclosed to my Broker is as follows (check all that apply): ☐ Eligibility ☐ Explanation of Benefits ☐ Claims Status	,	(Last) (First) Representative's Authority (if applicable)
	☐ Other (specify)		e at the address below if you have questions conses in the Authorization
	Other: (specify) The protected health information that may be used and disclosed to this specified Individual(s) is as follows (check all that apply): □ Eligibility □ Explanation of Benefits □ Claims Status □ Other (specify)	Street Address Phone: (City State
Clai P.O or	d your completed authorization or notice of revocation to the following a ms Department Box 924408, Houston, Texas 77092-4408 to (713) 583-0677	ddress:	

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

	Policy	/ Number		Date of Birth		Hon	ne Telephone
Home Address (Street, City, State,	Zip) □ Ple	ase Check if this is a chan	ge of address	E-mail Add	ess		
Name of Employer		Business Telephor	ne		Social Se	curity Number	
Business Address						Monthly G	Fross Earned Income \$
Do you have medical coverage	with Mar	shottanl ifo Acquire	naa Campany?	V D Vos. D Ne	ıf Voo	MAC Policy I	No.
ls the disability related to:	Illne			Accident) II 1 C S,	IVIAC FOIICY I	NO
Are you covered by Workers C Please check benefit below if y	ompensa ou are eli Applied Yes No	tion for this disabil gible to receive: Receiving Yes No	ity? □Yes □N Policy No.		Applied For	Amount R Weekly	CHECHVE DA
Worker's Compensation: SS Income:							
Other:			Yes No				
Did your injury or illness occur If yes, did you inform your emp Have you returned to work?	loyer?		job? 🔲 🗀	Ì			
DATE of your accident or the date you first noticed the symptoms of your illness:		ou last worked:		work on a pa	irt-time	I returned to basis on:	o work on a full time
				y Year		Month Da	,
Month Day Year	Month	Dav Year	I Have not ret	turned yet 🚨		l Have not re	turned yet
HOW the accident occurred. If	you were	accidental, please in an automobile	provide COMP accident, please	PLETE accide e provide a co	ppy of the p	ncluding WHI olice report.	
Describe your disability and its HOW the accident occurred. If List all physicians or other practions	you were	accidental, please in an automobile	provide COMP accident, please	PLETE accide e provide a co	ppy of the p	ncluding WHI volice report.	
HOW the accident occurred. If List all physicians or other prac	you were	accidental, please in an automobile	provide COMP accident, please	PLETE accide e provide a co	ppy of the p	ncluding WHI volice report.	
HOW the accident occurred. If List all physicians or other prac	you were	accidental, please in an automobile consulted for this of Address	e provide COMP accident, please condition. (Use a	PLETE accide e provide a co additional paç	pes if neede Dates Co	ncluding WHI olice report. ed.) onsulted Use addition	EN, WHERE and
HOW the accident occurred. If List all physicians or other prac Name List ALL physicians or practitio	you were	accidental, please in an automobile consulted for this consulted for t	e provide COMP accident, please condition. (Use a	PLETE accide e provide a co additional paç	pes if neede Dates Co	ncluding WHI olice report. ed.) onsulted Use addition	EN, WHERE and
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List ALL physicians or practition Name List ALL physicians or practition Name	ners cons	accidental, please in an automobile consulted for this consulted for this consulted FOR ALL Conditions in a consulted for this	e provide COMP accident, please condition. (Use a	PLETE accided a control of the past five the past five	ges if neede Dates Co	ed.) onsulted Use additiononsulted/Reas pages if nee Reason (al pages if needed.) on for Consultation ded.) Confined

Submit Completed Form to: Claims Department, P.O. Box 924408, Houston, TX 77292-4408 Customer Service Department (800) 879-6542 or (713) 529-0045 www.manhattanlife.com

ManhattanLife...

OCCUPATIONAL INFORMATION

TO BE COMPLETED BY THE INSURED				
What was your occupation immediate	ely prior to the date you	became disab	oled?	
List all duties of the occupation noted aborders: Description of Each Duty	ve. (Failure to be specific	,	delay in the processing of Weekly % of Time Devoted to this Activity	your claim.) Weekly Hours Spent at this Activity
		·		
Describe briefly which of these duties you	are unable to perform as	a result of your	sickness or accident, and	why.
Describe briefly your prior work experience	e and education.			
TO BE COMPLETED BY THE EMPLOYE	ER (if retired, by the for	rmer emplov	er)	
Employer Name	(100u, 230		elephone Number	
Employer Address (street, city, state, ZIP	code)			
Worker's Compensation Claim Filed? ☐ Yes ☐ No Address, and Telephone Number of Com	Name of Compensation	Carrier		
Between what dates did employee give u	p all duties due to TOTAL	DISABILITY?		
From: Name of Previous Disability Insurer:	То:			
Effective Date:		T	erm Date:	
Date Title			Signature	
ANY PERSON WHO KN				
INSURANCE COMPANY; FI MISLEADING			AINING ANY FALSE, INC ONY OF THIRD DEGREE	
The Statements in this form ar	e true and complete to	the best of my	v knowledge.	
Signature (Insured)			Date	

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



Page	6	of	8
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ATTENDING PHYSICIAN'S INITIAL REPORT

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

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

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



Claim Form Addendum: Fraud Warning and State Versions

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

Alabama Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof. Alaska A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law. Arkansas Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. Arizona For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties. California For your protection California law requires the following to appear on this form. Any person who knowingly presents false or fraudulent 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. Delaware Any person who knowingly, and with intent to injure, defraud or deceive any insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony. District of Columbia WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant. Florida Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree. **Idaho** Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony. Indiana A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony. Kentucky Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime. Louisiana Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. Maine It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits. Maryland Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. Minnesota A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime. New Hampshire Any person who, with a purpose to injure, defraud, or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20. New Jersey Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties. New Mexico Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties. New York Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation. Ohio Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud. Oklahoma Warning: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony. Pennsylvania Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. Puerto Rico Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances be present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years. Rhode Island Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. Tennessee It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits. Texas Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison. Virginia It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits. Washington It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits. West Virginia Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

State Specific Fraud Warning Statements

ManhattanLife Assurance Company of America

Any Person who, with the intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an Application or files a claim containing a false or deceptive statement may be subject to prosecution and punishment for insurance fraud. We may notify all state and federal law enforcement agencies of any suspected Fraud, as determined by Us. We reserve the right to recover any payments made by Us that were made to You and/or any party on Your behalf, based on fraudulent or misrepresented information.

Arkansas, Louisiana, Maryland, Rhode Island

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

California, New Jersey

Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Colorado

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

District of Columbia

WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

Florida

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Kentucky, Ohio, Pennsylvania

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

New Mexico

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

North Carolina

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

Oklahoma

WARNING: Any person who knowingly, and with intent to injure, defraud, or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Oregon

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

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

Tennessee, Virginia and Washington

It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.