



LTC FORMS CHECKLIST

Classes 001 & 002 - Group Long Term Care Policy # 145431-001,002

Employee – LTC Elections within GI Limits

(Complete Forms 1-2 to receive basic LTC benefits and any Buy Ups within the Guarantee Issue Limits)

Check Here		(Form No.)
<input type="checkbox"/>	1. Employee Enrollment Form	www.LosRiosLTC.com Click "Your Plan-Learn More", Select Employee "Class 001 or 002", Click "Enrollment" Tab
<input type="checkbox"/>	2. Check List of Delivered Forms	7600-04

Employee – LTC Elections above GI Limits

(Complete **Forms 1-4** if applying for a monthly benefit amount of \$7,000 or more and/or Lifetime Benefit Duration)

Check Here		(Form No.)
<input type="checkbox"/>	3. Group Long Term Care Insurance Application	1116-01
<input type="checkbox"/>	4. HIPAA Authorization Form (last page of PDF for Form 1116-01, when downloaded from web site)	6720-03-CA

Spouse/Domestic Partner Enrollment

(Complete **Forms 2-5** if applying for any coverage for a **spouse/domestic partner**)

Check Here		(Form No.)
<input type="checkbox"/>	5. Spouse/Domestic Partner Enrollment Form	www.LosRiosLTC.com Click "Your Plan-Learn More", Select Employee "Class 001 or 002", Click "Enrollment" Tab

Family Member Enrollment

(Complete **Forms 2,3, 4 & 6-9** if applying for any coverage for a **family member**)

		(Form No.)
<input type="checkbox"/>	6. Family Enrollment Form	www.LosRiosLTC.com Click "Your Plan-Learn More", Select Employee "Class 001 or 002", Click "Enrollment" Tab
<input type="checkbox"/>	7. Personal Worksheet	7625-04-CA
<input type="checkbox"/>	8. 3 rd Party Notice of Premium Lapse Form	7606-04

	9. Auth. & Agreement For Auto Payments	7713-04
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Family enrollment forms and state required forms can be mailed directly to Unum at [Attn: Group Long Term Care, Unum Life Insurance Company of America, 2211 Congress Street, Portland, ME 04122.](#)

For copies of all forms, please refer to the Unum web site at: www.LosRiosLTC.com

. Click "*Your Plan-Learn More*", Click "*Enrollment*" Tab.

If employees or their family members have any questions, they may call Unum's LTC unit at 1-800-227-4165 and refer to group policy # 145431-001,002