



**LTC FORMS CHECKLIST**

**Class 003 - Group Long Term Care Policy # 145431-003**

**Employee – LTC Elections**

(Complete Forms 1-4 to apply for LTC coverage)

Check Here		(Form No.)
	1. Employee Enrollment Form	<a href="http://www.LosRiosLTC.com">www.LosRiosLTC.com</a> Click "Your Plan-Learn More", Select Employee "Class 003" Click "Enrollment" Tab
	2. Check List of Delivered Forms	7600-04
	3. Group Long Term Care Insurance Application	1116-01
	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.)
	5. Spouse/Domestic Partner Enrollment Form	<a href="http://www.LosRiosLTC.com">www.LosRiosLTC.com</a> Click "Your Plan-Learn More", Select Employee "Class 003", Click "Enrollment" Tab

**Family Member Enrollment**

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

Check Here		(Form No.)
	6. Family Enrollment Form	<a href="http://www.LosRiosLTC.com">www.LosRiosLTC.com</a> Click "Your Plan-Learn More", Select Employee "Class 003", Click "Enrollment" Tab
	7. Personal Worksheet	7625-04-CA
	8. 3 <sup>rd</sup> Party Notice of Premium Lapse Form	7606-04
	9. Auth. & Agreement For Auto Payments	7713-04

**Please mail forms 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](http://www.LosRiosLTC.com). 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 # 145431-003**