SHORT-TERM DISABILITY
PLAN SPONSOR STATEMENT

Please return this completed form and supporting documents to:

Wawanesa Life - Claims
400-200 Main Street, Winnipeg, MB R3C 1A8
For inquiries, please call: 1-844-318-0411, #4
Fax 1-855-496-3028
Email: WawanesaLife-claims@wawanesa.com
Website: wawanesalife.com

PLAN SPONSOR IDENTIFICATION

Group Plan #____________________ Account #______________

Plan Sponsor __________________________________ Address ____
Street City Province Postal Code

Phone Number __________________________ Email _________________________________ Fax: ______________________________

Leader's Name __________________________ Branch ________________ Phone Number __________________ Email _________________

HR Rep. Name and Title ____

PLAN MEMBER IDENTIFICAITON

Plan Member____ Plan Member ID ________________________
Last Name First Name Initial

Email ____ Phone Number ____

EARNINGS INFOMATON *if WCB/WSIB/CSST* claim, attach initial report of illness or injury and award notice

Plan Member's salary as of last day worked _______________ ☐ Hourly ☐ Monthly ☐ Annually

Effective date of salary ____________
(yy/mm/dd)

Has a claim been filed with another wage loss provider? ☐ Yes ☐ No

If 'Yes", select prover ☐ WCB/WSIB/CSST ☐ CPP/QPP ☐ Auto ☐ Other, specify ______________________________

Date filed ______________________ Decision ______________________ Amount ________________
(yy/mm/dd)

EMPLOYMENT INFORMATION

Effective date of insurance ___________ Date of hire ________________ Last day worked __________ Hours Worked __________
(yy/mm/dd) (yy/mm/dd) (yy/mm/dd)

Salary or sick leave benefits paid to:__________ If laid off or on leave, date of commencement _______________ and recall_______________
(yy/mm/dd) (yy/mm/dd) (yy/mm/dd)

Employee Classification: ☐ Full Time: Hours per week _________ ☐ Part Time: Hours per week __________

☐ Temporary ☐ Seasonal ☐ Contract

Please explain the Plan Member's typical work week (eg. Monday to Friday, 8 am to 5 pm) _____________________________________

Reason for absence: ☐ Medical ☐ Leave of absence ☐ Dismissed ☐ Temporary lay-off

☐ Quit ☐ Work related accident or sickness ☐ Strike

☐ Retired ☐ Other ____

Has the Plan Member returned to work? ☐ Yes ☐ No If 'Yes', please indicate date ________ If 'No', is return to work date known __________
(yy/mm/dd) (yy/mm/dd)

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JOB INFORMATION

Plan Member's position/title ______________________________

Effective date of position ____________________
(yy/mm/dd)

What department does the Plan Member work in? ______________________________

What are the essential duties of this job and what percentage of time do the involve?

Duties	Percentage (%)

For questions A, B, and C, frequency is defined as follows: Occasionally: 1-20%; Frequently: 21-50%; Always: 51+ %; N/A: Not Applicable

A. **Work environment** – Does the involve:

Frequency	O	F	A	N/A
Outside	☐	☐	☐	☐
Extreme cold or heat	☐	☐	☐	☐
Toxic fumes	☐	☐	☐	☐
Damp or humid environment	☐	☐	☐	☐
Above or below ground	☐	☐	☐	☐
Handling chemicals	☐	☐	☐	☐

B. **Mobility** – Does the job involve:

	O	F	A	N/A
Standing	☐	☐	☐	☐
Walking	☐	☐	☐	☐
Climbing	☐	☐	☐	☐
Sitting	☐	☐	☐	☐
Kneeling or crawling	☐	☐	☐	☐
Bending or crouching	☐	☐	☐	☐
Reaching	☐	☐	☐	☐
Above shoulder height	☐	☐	☐	☐
At shoulder height	☐	☐	☐	☐
Below shoulder height	☐	☐	☐	☐

C. **Strength** – Does the job require the Plan Member to carry more than:

	O	F	A	N/A
50 lbs / 22.7 kg	☐	☐	☐	☐
20 lbs / 9.1 kg	☐	☐	☐	☐
10 lbs / 4.5 kg	☐	☐	☐	☐
	☐	☐	☐	☐

Does the job require the Plan Member to lift more than:

	O	F	A	N/A
50 lbs / 22.7 kg	☐	☐	☐	☐
20 lbs / 9.1 kg	☐	☐	☐	☐
10 lbs / 4.5 kg	☐	☐	☐	☐
	☐	☐	☐	☐

Indicate ay equipment used by the Plan Member (eg. Computer, drill, etc.)

Type	Percentage (%) of day

Were any modifications made in the Plan Member's job duties as a result of the condition? ☐ Yes ☐ No

If 'Yes', please explain and give the effective date.

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Comments

Please provide any additional information that you believe should be considered in assessing this claim.

PERSONAL INFORMATION CONSENT :

The information collected on this application for insurance is required for the purposes of considering and, if approved, processing this application for insurance. It may also be used to administer the insurance policy, investigate any claims that may be made under this policy, and for the provision of products and services. This information, and information in existing files, may be used by and exchanged among Wawanesa Life Insurance Company, their agents, affiliates, partners, subsidiaries, reinsurers, rating agencies and authorized administrators for these purposes, regardless of whether a policy is issued, or coverage ceases to be in force. Subject to legal and contractual requirements, the applicant may refuse to consent to the collection, use, or disclosure of their personal information for specific purposes by contacting privacy@wawanesa.com or by calling 1-888-997-9965 and asking to speak to the Privacy Officer.

I certify that to the best of my knowledge, the above statements are true and correct.

Name

Title

(yy/mm/dd)

Authorized Signature

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