



Please return this completed form and supporting documents to:
 Group Benefit Services
 400-200 Main Street, Winnipeg, MB R3C 1A8
 For inquiries, please call 1-800-665-7076

**SHORT TERM DISABILITY
CHECKLIST AND DIRECT DEPOSIT
AUTHORIZATION**

Claim Checklist

To ensure the assessment of your Group Short Term Disability benefit is completed as quickly as possible, please review the following items and verify they have all been included.

- Short Term Disability Plan Sponsor Statement Form - completed and signed by Plan Sponsor.
- Short Term Disability Plan Member Statement Form - completed and signed by you
- Authorizations and Declarations Form - signed by you
- Short Term Disability Attending Physician's Statement - completed and signed by physician
- Direct Deposit Authorization signed and completed by you, include a copy of a void cheque

Direct Deposit Authorization

Direct Deposit is the method of payment by Wawanesa Life. If you have not already signed up, please complete this section.

Initial Request Modification Group Plan # _____ Plan Member ID _____
 Plan Member _____ Last Name _____ First Name _____ Telephone Number _____

Financial institution name _____

Financial institution address _____

Type of bank account: Chequing Savings

Branch number _____ Account number _____ Institution number _____

Please attach a personalized void cheque with this form.

I hereby authorize The Wawanesa Life Insurance Company ("Wawanesa Life" to deposit my benefit payment to the account and the financial institution specified above. This authority is to remain in full force and effect until Wawanesa Life has received written notification from me of its termination in such time and in such manner as to afford a reasonable opportunity to act on it.

Should Wawanesa Life inadvertently deposit into my account any monies not rightfully belonging to me, I authorize Wawanesa Life to debit my account for such amount.

_____ Signature _____ Date (yy/mm/dd) _____ Account holder signature (if applicable) _____ Date (yy/mm/dd) _____

For Wawanesa Life use only _____ Received _____