ELIGIBILITY DOCUMENTATION LIST

UME
Underwriting Management Experts

Please include the following information with all requests:

- Enrollment card, other insurance information, and/or documentation to show current eligibility status. This should be completed and signed by the group's authorized representative.
- Proof deductible and coinsurance were met for all calendar years involved.

Please include the following information when applicable:

- For any leave of absence, date last worked and date returned to active status.
- How coverage is being maintained or continued during the absence from work per provisions in the SPD.
- **COBRA –** all documentation to include:
  - Certified letter offering COBRA
  - Signed COBRA election form
  - Proof of payment of COBRA premiums
- **LEAVE OF ABSENCE**
  - Copy of documentation as specified in the SPD

WARNING: *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.*