

ACCIDENTAL DEATH AND DISMEMBERMENT CLAIMS PROCEDURES

The \$2,500.00 Accidental Death and Dismemberment (AD&D) Group Policy for all dues-paying members and life members of NGAUS and EANGUS is provided at no cost to the member as long as they are under the age of 80. There is a specific claims process for this plan only. The membership needs to be verified by the appropriate organization up front so that the claim can then be processed by the Insurance Company, ReliaStar Life Insurance Company.

When the claimant or next of kin/beneficiary notifies the appropriate member organization of an accidental death claim or an accidental dismemberment claim of a member:

- NGAUS or EANGUS must first verify membership of the deceased or dismemberment claimant as that of a “current dues-paying or life member” and then notify National Guard Association of the U.S. (NGAUS) of the pending claim.
- From the NGAUS website, under the AD&D benefit, the appropriate forms can be found.
- **Please note that there are state specific forms for residents of several states.**

ACCIDENTAL DEATH CLAIMS:

Forms Library – Go to claim forms categorized under “Death”
<https://claimscenter.voya.com/static/claimscenter/form-library/>

1. In the **DEATH CLAIM FOR ASSOCIATION PLANS** form, the association or the beneficiary can fill in the first three sections that include demographic data.
In the “Association Name” field, print or type “National Guard”.
In the Association Policy Number field, print or type “64665-2 PAI”
In the “COVERAGE INFORMATION” section:
 - For “Certificate #” print or type “N/A”.
 - For "Amount \$" print or type “\$2,500”.
 - For “Effective Date” print or type “1 January” of the year that the member joined.
 - For “Premium Paid to Date” print or type “31 December” of the current year.

An official who is authorized to sign for NGAUS or EANGUS must complete the “ADMINISTRATOR CERTIFICATION” section of the Death Claim Form for the Association.

2. **The PROOF OF DEATH – CLAIMANT’S STATEMENT must be completed and signed by the beneficiary.**
3. The completed Claim Forms should be mailed to: NGAUS, Attn: Samuel Ole, 1 Massachusetts Ave NW, Washington, DC 20001 along with other requested information on the claim form **(including a certified copy of the death certificate).**
4. NGAUS will review and forward all claim forms to ReliaStar Life for final processing.

ACCIDENTAL DISMEMBERMENT CLAIMS:

Forms Library – Go to claim forms categorized under “Accidental Dismemberment”:
<https://claimscenter.voya.com/static/claimscenter/form-library/>

1. In the **ACCIDENTAL DISMEMBERMENT CLAIM FOR ASSOCIATION PLANS - ADMINISTRATOR** form, the association or the claimant can fill in the demographic data.
In the “Association Name” field, print or type “National Guard”.
In the Group Policy Number field, print or type “64665-2 PAI”
In the “COVERAGE INFORMATION” section:
 - For “Certificate #” print or type “N/A”.
 - For "Amount" print or type “\$2,500”.
 - For “Effective Date” print or type “1 January” of the year that the member joined.
 - For “Date Premium Paid to Date” print or type “31 December” of the current year.

An official who is authorized to sign for NGAUS or EANGUS must complete the “ADMINISTRATOR CERTIFICATION” section.
2. The claimant must complete a separate form named **ACCIDENTAL DISMEMBERMENT CLAIM FOR ASSOCIATION PLANS - MEMBER**.
3. The claimant must complete and sign/date the separate **AUTHORIZATION FOR RELEASE OF HEALTH-RELATED INFORMATION** form.
4. The **ATTENDING PHYSICIAN’S STATEMENT OF DISMEMBERMENT** must be completed by the claimant’s attending physician.
5. The completed Claim Forms should be mailed to: NGAUS, Attn: Samuel Ole, 1 Massachusetts Ave NW, Washington, DC 20001 along with all completed forms.
6. NGAUS will review and forward all claim forms to ReliaStar Life for final processing.

Claim forms should be accessed from the links above to ensure current versions are used.

The contact person for the AD&D Claims with NGAUS is:
Samuel Ole, at One Massachusetts Avenue, NW, Washington, DC 20001
202-454-5322 Direct
888-642-8748 Toll-Free
202-682-9358 Fax