



Dear Employee,

The Short Term Disability plan provided by the company provides for integration with your Hawaii State Disability Plan.

Enclosed please find the application for Hawaii State Short Term Disability managed by The Hartford Insurance Company. It is important that you complete and return the application as soon as possible to allow ample time for gathering information needed to process your claim for benefits.

Steps to file your claim:

1. Complete or have completed, all parts of the form: Part A, B & C and sign form
2. Make copies of your completed claim forms
3. Mail your claim (within 30 days after you become sick or disabled) to The Hartford at the following address or fax to the number located below:

The Hartford
P.O. Box 14302
Lexington, KY 40512-4302

Customer Service: (888) 236-4918
Fax: (855) 819-8915

The Hartford will review and manage your claim. If your claim is approved and if an offset is applicable, the Benefits Service Center will process the difference, based on the state benefit amount.

If you have any questions regarding the material enclosed, please call the Benefits Service Center at (866) 481-4922 and we will be happy to assist you.

Sincerely,

Leave Administrator
Benefits Service Center

Enclosure: Hawaii State Disability Application