

# Benefits Administration for Short Term Disability (STD) Benefits

## Filing a Claim for STD Benefits

To assist an employee in submitting a claim for STD benefits, use an STD Claim Packet (SI 2047) and follow these steps:

1. Complete the Employer portion of the Employer/Employee Statement. If your employees pay all or part of premiums, attach a photocopy of STD enrollment forms.
2. Provide the entire packet with the completed Employer information and any enrollment form attachment to the employee, and instruct the employee to do the following:
  - Complete, sign and date the Employee portion of the Employer/Employee Statement, sign and date the Authorization to Obtain Information and send both forms directly to The Standard.
  - Provide the signed Authorization, Fraud Notice and Attending Physician's Statement to the physician, and ask that the physician complete the Statement and send it and the Authorization directly to The Standard.

**Note:** If The Standard provides both STD and Long Term Disability (LTD) coverages, the employee will not be required to file a separate claim for LTD. The same claim forms will initiate claims for both coverages.

## Commonly Asked Questions

### When should I encourage a disabled employee to file a claim for STD benefits?

The Standard advises that an STD claim be filed as soon as a disabled employee is expected to be absent for a period of time that will exceed the Benefit Waiting Period as defined in your Group Policy. An STD claim may also be submitted up to four weeks in advance of a planned disability absence, such as for childbirth or a scheduled surgery.

### Where can I obtain claim forms?

You may obtain them online through AdminEASE<sup>SM</sup> or submit a Policyholder Supply Order (SI 2160).

### How frequently are benefits paid once a claim has been approved?

STD benefit payments are made on a weekly basis at the end of the week for which benefits are due. In most cases, STD checks are mailed on Wednesday. STD benefit payments that are payable for retroactive claims will be mailed following claim approval.

### What do I do when an employee with a pending or active STD claim returns to work or dies?

If an employee with a pending or active STD claim returns to work in any capacity or dies, immediately contact the assigned Benefits resource at The Standard as soon as possible. We will request additional information as needed to determine whether further benefits may be payable under the terms of your Group Policy.

### How may I obtain information regarding claims submitted for my organization?

The Standard offers the following reports and services to keep you informed about the status and payment of STD (and if applicable, LTD) benefits under your Group Policy:

- **Monthly Group Benefits Activity Report:**  
Automatically sent to you at the end of each month, this provides a summary of benefit payments and/or activity during the month.
- **Reports Online<sup>SM</sup> Claims Management Information:**  
Available at no additional cost, this provides daily updates regarding claim status and payment activity, as well as quarterly case management reports for use in identifying claim trends. A signed service agreement is required to set up the Reports Online<sup>SM</sup> service.
- **Integrated Voice Response (IVR):** The Standard's toll free customer service line is available to you and your employees 24 hours a day, seven days a week. The IVR system offers basic claims information, corresponding to the employee's Social Security number and date of birth.

### Are STD benefits subject to taxes?

The STD benefit is taxable if:

- You pay all or a portion of the premiums for your employees' STD (and, if applicable, LTD) benefits, or,
- The premiums are paid with pretax dollars by the employee

Only the amount of the benefit attributable to either the Employer's premium contribution or to the employee's pretax contribution is subject to tax. For example, if the Employer pays 100 percent of the premium, the benefit is 100 percent taxable. If the Employer pays 50 percent of the premium and the employee pays 50 percent of the premium with after-tax dollars, only 50 percent of the premium is taxable.

Please note that if you change your premium contribution arrangements, your Group Policy must be amended to reflect the change. Insured employees should consult their tax advisors for additional information.

### Tax reporting responsibilities

The Employer is responsible for:

- The tax reporting of benefits issued
- Paying and reporting the Employer's share of any applicable FICA

The Standard will withhold and remit the employee's share of any applicable FICA.

### FICA tax service

For an additional fee, The Standard offers a FICA tax service agreement for Employers who wish to have The Standard handle the tax reporting and create the W-2 for claimants receiving STD benefits. As part of the tax service agreement The Standard will pay the Employer's share of matching FICA for the taxable STD benefit.

### Are disability benefits taxable if employees pay for the coverage through a 125 or cafeteria plan?

If employee premium contributions are paid for with pre-tax dollars, the disability benefits are taxable. If premiums are paid with post-tax dollars, the portion of the benefits attributable to employee contributions is not taxable.