Reset

TheStandard®

Standard Insurance Company
866.756.8116 Tel 866.751.5174 Fax
PO Box 3877 Portland OR 97208

Applying For Paid Family And Medical Leave (PFML)

To Use Paid Family And Medical Leave To:
Care for a family member with a serious health condition

Complete Form PFML-1
- ☐ Complete PFML-1, Part A
- ☐ Provide PFML-1 to employer
- ☐ Employer completes PFML-1, Part B and returns to you within 3 days

Complete Form PFML-3
- ☐ Care recipient completes PFML-3 and provides to Health Care Provider
- ☐ Care recipient's Health Care Provider keeps PFML-3

Complete Form PFML-4
- ☐ Complete "Employee" information at the top of PFML-4
- ☐ Provide PFML-4 to care recipient's Health Care Provider
- ☐ Care recipient's Health Care Provider completes PFML-4 and returns to you

Send forms and documents
- ☐ Send completed forms and supporting documentation to The Standard
- ☐ The Standard accepts or denies claim within 5 days once a complete claim is received.

Please keep a copy of all pages for your records.

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Request For Maine Paid Family And Medical Leave (Form ME PFML-1) Instructions

- To request Maine Paid Family And Medical Leave (ME PFML), the employee requesting ME PFML must complete Part A of the *Request For* Maine *Paid Family And Medical Leave* (Form ME PFML-1). All items on the form are required unless noted as optional. The employee then provides the form to the employer to complete Part B.
- The employer completes Part B of the *Request For Maine Paid Family And Medical Leave* (Form ME PFML-1) and returns it to the employee within three days.
- Additional forms are required depending on the type of leave being requested. The employee requesting leave is responsible for the completion of these forms.
- The employee submits the completed *Request For Maine Paid Family And Medical Leave* (Form ME PFML-1) with the required additional form to The Standard. The employee should retain a copy of each submitted form for their records.

PART A - EMPLOYEE INFORMATION (to be completed by the employee)

The employee requesting ME PFML must complete all required information.

Maine Paid Family And Medical Leave (ME PFML) Request (to be completed by the employee)

Question 9: Parental Leave (Bonding) means PFML taken to bond with a Child during the first twelve months after the Child's birth; adoption, or foster care placement with the Covered Individual; for placement of a child 16 years of age or less with the Employee or with the Employee's Domestic Partner in connection with the adoption of the child by the employee or the Employee's Domestic Partner.

Care of a Family Member means PFML taken by an Applicant to care for a Family Member with a Serious Health Condition.

Safe Leave means any PFML taken because the Covered Individual or a Family Member is a victim of violence, assault, sexual assault under Title 17-A, chapter 11, stalking or any act that would support an order for protection under Title 19-A, chapter 103. Safe leave applies if the Covered Individual is using the PFML to protect the Covered Individual or the Family Member by:

1. Seeking an order for protection under Title 19-A, chapter 103;
2. Obtaining medical care or mental health counseling for the Covered Individual or for the Family Member to address physical or psychological injuries resulting from the act of violence, assault, sexual assault or stalking or act that would support an order for protection under Title 19-A, chapter 103;
3. Making the Covered Individual's or Family Member's home secure from the perpetrator of the act of violence, assault, sexual assault or stalking or act that would support an order for protection under Title 19-A, chapter 103 or seeking new housing to escape the perpetrator; or
4. Seeking legal assistance to address issues arising from the act of violence, assault, sexual assault or stalking or act that would support an order for protection under Title 19-A, chapter 103 or attending and preparing for court-related proceedings arising from the act or crime.

Military Leave means a need arising out of a Military Member's active duty service or notice of an impending call or order to active duty in the United States armed forces, or due to the death or Serious Health Condition of a Spouse, Domestic Partner, Parent, Sibling, or Child if the Spouse, Domestic Partner, Parent, Sibling or child as a member of the state military forces, as defined in Title 37-B, section 102, or the United States Armed Forces, including the National Guard and Reserves, dies or incurs a Serious Health Condition while on active duty.

Military Exigency means providing for the care or other needs of the Family Member's child or other dependent, making financial or legal arrangements for the Family Member, attending counseling, attending military events or ceremonies, spending time with the Family Member during a rest and recuperation leave or following return from deployment or making arrangements following the death of the Military Member.

Medical Leave means PFML taken by an Applicant that is made necessary by the Applicant's own Serious Health Condition which renders them unable to work.

Question 10: Family Member means, with respect to a Covered Individual or Spouse or Domestic Partner of a Covered Individual's Child; Parent; Grandparent; Grandchild; Sibling; Spouse or Domestic Partner; or an Individual with whom the Covered Individual has a Significant Personal Bond that is or is like a family relationship, regardless of biological or legal relationship.

Child means a Covered Individual's or a Spouse's or Domestic Partner's child regardless of age: whose parentage has been determined under the Maine Parentage Act or any other biological child, adopted child, foster child or stepchild, to whom they stood in loco parentis, to whom they had under legal guardianship; or to whom they stood in any of these relationships when the individual was a minor child.

Grandchild means a Covered Individual's or a Spouse's or Domestic Partner's grandchild, including a legal grandchild, biological grandchild, adoptive grandchild, foster grandchild, step-grandchild, or de facto grandchild.

Grandparent means a Covered Individual's or a Spouse's or Domestic Partner's grandparent, including a legal grandparent, biological grandparent, adoptive grandparent, foster grandparent, step-grandparent, or de facto grandparent.

Parent means with respect to a Covered Individual's or a Spouse's or Domestic Partner's parent, including a legal parent, biological parent, adoptive parent, foster parent, stepparent, de facto parent or legal guardian or a person who stood in loco parentis when the Covered Individual or Spouse or Domestic Partner was a minor child.

Domestic Partner means an unmarried adult with whom the Covered Individual is domiciled under a long-term arrangement that evidences a commitment to remain responsible indefinitely for each other's welfare.

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Employment Information (to be completed by the employee)

Significant Personal Bond means significant personal bond is one that, when examined under the totality of the circumstances, is like a family relationship, regardless of biological or legal relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

1. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
2. Emergency contact designation of the Employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the Employee;
3. The expectation to provide care because of the relationship or the prior provision of care;
4. Cohabitation and its duration and purpose;
5. Geographic proximity; and Any other factor that demonstrates the existence of a family-like relationship.

Question 11: If dates are "Continuous", the employee must provide the start and end dates of the requested ME PFML. These dates should be the actual dates that the ME PFML will begin and end. If uncertain, estimate the start and end dates and indicate "Dates are estimated".

If dates are "Intermittent", enter the dates ME PFML will be taken. Please be as specific as possible. If the dates are unknown or estimated, indicate "Dates are estimated".

If the employee is working a consistent but reduced work schedule for multiple weeks, provide the days/hours of leave needed for ME PFML. If uncertain, estimate the frequency of leave and indicate "Dates are estimated".

Question 12: Date employer was notified. If the employee is submitting the ME PFML request to their employer with less than 30 days' advance notice from the start date of the ME PFML, the employee must explain why 30 days' notice could not be given. If the explanation will not fit in the space provided on the form, enter "See Attached" and add an attachment with the explanation. Be sure to include the employee's full name and their date of birth at the top of the attachment.

Question 14: Enter the date of hire to the best of the employee's recollection. If it has been more than a year since the date of hire, entering the year in which employment started is sufficient.

Question 19: List all other income you will be receiving while on ME PFML. Include the type/name of income and how much. Example PTO from employer for $500.00 a week.

Question 20: Wages include, but are not limited to, an Employee's Maine based remuneration for personal services, salary, wages, tips, and gratuities; severance and terminal pay; commissions and bonuses; and other eligible compensation. Wages are calculated in the same manner as Maine unemployment wages in 26 M.R.S. § 1043(19)(B-E). Wages include remuneration for services performed in the State or wages which are otherwise subject to Maine unemployment tax pursuant to 26 M.R.S. §1043 (11) (A) and (D).

Payment for approved claims will be due 14 calendar days from the date of the claim decision.

Employee signs and dates, before giving this form to their employer to complete Part B.

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PART B - EMPLOYER INFORMATION (to be completed by the employer)

The employer of the employee requesting ME PFML must complete all information in Part B.

Question 2: If a Social Security Number is used for the Federal Employer Identification Number (FEIN), enter the Social Security Number.

Question 8: Wages include, but are not limited to, an Employee's Maine based remuneration for personal services, salary, wages, tips, and gratuities; severance and terminal pay; commissions and bonuses; and other eligible compensation. Wages are calculated in the same manner as Maine unemployment wages in 26 M.R.S. § 1043(19)(B-E). Wages include remuneration for services performed in the State or wages which are otherwise subject to Maine unemployment tax pursuant to 26 M.R.S. §1043 (11) (A) and (D).

Wage Credits means the amount of Wages Paid within an Applicant's Base Period for Covered Employment.

Average Weekly Wage means the aggregate total Wages paid in Maine for the Covered Individual's Base Period, divided by 52.

Base Period means the first four of the last five completed calendar quarters immediately preceding the first Day of the Covered Individual's Benefit Year.

Question 9: Scheduled Workweek means the number of hours an Employee is scheduled to work in a particular week. A self-employed individual who has elected coverage and a salaried Employee as defined by 26 M.R.S. § 663 (3) (K) have a scheduled workweek of 40 hours, Monday-Friday, 8 hours per Day.

Question 11: Wage Continuation is an employer's continued payment of an employee's regular salaried wages during a period of PFML leave.

Question 12: To qualify for reimbursement from us, the Employer must pay Wage continuation to the Covered Individual that is equal to or greater than the Weekly Benefit Amount.

The Employer is not eligible for reimbursement of vacation, sick pay, paid time off or disability insurance paid to the Applicant.

Question 13: PFML Benefits are reduced for any portion of a typical work week for which the Applicant is receiving or has received Maine unemployment insurance benefits or workers' compensation under the Maine Department of Labor.

Declaration and Signature - Affirmation employee is eligible for ME PFML

To be eligible for any family and medical leave, an employee must be a Covered Employee.

Covered Individual means an Employee who has earned Wages equal to at least 6 times the SAWW (state average weekly wage) in effect at the time of Application during the Base Period and who meets the administrative requirements and files a Claim, or a person who elects coverage and meets the requirements of section 850-G. A Self-Employed Individual's reported Wages must meet the minimum threshold for all other covered individuals to be considered a covered individual.

Employee means a person who may be permitted, required, or directed by an Employer in consideration of direct or indirect gain or profit to engage in any employment in Maine, but does not include any independent contractor. Employee includes individuals the Employer has engaged through an employee leasing contractual arrangement described in 32 M.R.S. Ch. 125.

Employer signs and dates, and then returns to the employee requesting ME PFML within three business days.

Be sure to complete the appropriate additional ME PFML form(s) based on the type of ME PFML leave being requested.

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Request For Maine Paid Family And Medical Leave (Form ME PFML-1)

TO BE COMPLETED BY THE EMPLOYEE

Employee's name (first name, middle initial, last name)	Employee's date of birth (MM/DD/YYYY)

PART A - EMPLOYEE INFORMATION (to be completed by the employee)

1. Employee's legal name (first name, middle initial, last name)	2. Other last names, if any, under which employee has worked

3. Employee's mailing address Street	City	State	Zip Code	Country (if not USA)

4. Employee's Social Security Number or TIN	5. Employee's date of birth (MM/DD/YYYY)	6. Employee's primary telephone number ( )

7. Employee's preferred email address while on ME PFML (if available)	8. Employee's gender ☐ Male ☐ Female ☐ Not designated/Other

9. Reason for ME PFML request:
Parental (Bonding) Leave: ☐ New child ☐ Adoption/Foster child
☐ **Care for Family Member with a Serious Health Condition**
☐ **Safe Leave**
Own Serious Health Condition:
☐ Own Serious Health Condition due to pregnancy ☐ Own Serious Health Condition (other)
Military Leave: ☐ Qualifying Military Exigency ☐ Care or Death of an Active Military Member

10. The family member is employee's: ☐ Child ☐ Spouse ☐ Sibling ☐ Parent ☐ Grandparent ☐ Grandchild ☐ Son-in-law or Daughter-in-law
☐ Individual who has a personal relationship with the Applicant that creates an expectation and reliance that the Applicant care for the individual without compensation, whether or not the Applicant and the individual reside together.

11. Will ME PFML be used for a Continuous period of time, Intermittently and/or on a Reduced Leave Schedule?
☐ Continuous _____ / _____ / _____ _____ / _____ / _____ ☐ Dates are estimated
start date (MM/DD/YYYY) end date (MM/DD/YYYY)
☐ Intermittent (separate, non-consecutive time)
Days/hours(s) requested: _____ ☐ Dates are estimated
☐ Reduced Leave Schedule (consistent but reduced work schedule for multiple weeks)
Days/hours(s) requested: _____ ☐ Dates are estimated
(example: 2 days per week, or 4 hours per day, or every Monday)

Employment Information (to be completed by the employee)

12. Date employer was notified. If providing less than 30 day's advance notice to the employer, please explain:

13. Business name	14. Employee's date of hire (MM/DD/YYYY)	14a. Employee's last day of work (MM/DD/YYYY)

15. Has your employment ended? If so, what was your termination date?

16. Employee's work location Street address

City	State	Zip code	Country (if not U.S.A.)

17. Employer's telephone number for contact regarding this request. ( )	18. Are you receiving Workers' Compensation, Unemployment Insurance Benefits or Social Security disability benefits? ☐ Yes ☐ No

19. List income or financial benefits you will be receiving while on ME PFML, source of pay and amount.

20. **If you have been working for your employer for less than five quarters (15 months):**
Have you received higher Wages (inclusive of salary, bonuses and commissions etc.) from a prior employer during the last five quarters (15 months)?
☐ Yes* ☐ No
*If yes, provide us with paystubs (W2s are not sufficient proof).

21. Have you taken any leave in the last 12 months? ☐ Yes ☐ No	22. If yes list dates and type of leave.

Disclosure statement: Information regarding ME PFML benefits received by the employee, such as payments received and types of leave, will be provided to the employer.

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Request For
Maine Paid Family And Medical Leave
(Form ME PFML-1)

TO BE COMPLETED BY THE EMPLOYEE

Employee's name (first name, middle initial, last name)	Employee's date of birth (MM/DD/YYYY)

Declaration and signature
It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

Employee's signature	Date signed (MM/DD/YYYY)

PART B - EMPLOYER INFORMATION (to be completed by the employer)

1. Business's full legal name and mailing address

Mailing address

City	State	Zip code	Country (if not U.S.A.)

2. Employer's FEIN

3. Employer's EIN	4. Employer's contact name for questions related to ME PFML

5. Employer's contact telephone number ( )	6. Employer's contact email address

7a. Employee's date of hire (MM/DD/YYYY)	7b. Employee's last day of work (MM/DD/YYYY)

8a. Employee's Average Weekly Wage _____
8b. Is employee subject to Social Security taxes? ☐ Yes ☐ No Medicare taxes? ☐ Yes ☐ No
8c. Has employee met the annual limit to Social Security max. contribution? ☐ Yes ☐ No ☐ N/A

9. Scheduled Workweek:
Check Days Normally Worked ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
Indicate Hours Normally Worked _____ _____ _____ _____ _____ _____ _____
List the dates of any period a week or longer that the employee is not expected to work due to a lapse in seasonal operations, school breaks, or other scheduled business closures (example: December 18-January 1 and March 25-March 31, or N/A if not applicable):
_____

10. If the work schedule is so variable that it is difficult to determine the scheduled workweek:
What is the average number of hours worked per week? _____
* The average should be calculated based on actual hours worked during the 12 weeks prior to the first absence. If the employee has not been employed for 12 weeks, provide the average number of hours worked per week during their period of employment.

11. Will Wage continuation be paid to the Covered Individual that is equal to or greater than the Weekly Benefit Amount? ☐ Yes ☐ No
If yes, provide dates: _____

12. If employee received or will receive wage continuation while on ME PFML, will employer be requesting reimbursement? ☐ Yes ☐ No
If yes, provide dates: _____

13. Has the employee filed for Workers' Compensation Benefits or Unemployment Benefits? ☐ Yes ☐ No
If yes, provide benefit dates: _____

14. Has the employee taken any leave in the last 12 months? ☐ Yes ☐ No
If yes list dates and type of leave: _____

15. ME PFML policy number

ME PFML insurance carrier's name and mailing address
Standard Insurance Company PO Box 3877, Portland, OR 97208 866-751-5174 Fax

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866.756.8116 Tel 866.751.5174 Fax
PO Box 3877 Portland OR 97208

TO BE COMPLETED BY THE EMPLOYEE

Employee's name (first name, middle initial, last name)	Employee's date of birth (MM/DD/YYYY)

PART B - EMPLOYER INFORMATION (to be completed by the employer) continued

Declaration and signature - Affirmation employee is eligible for ME PFML

☐ I affirm the employee meets the eligibility requirements for Maine Paid Family and Medical Leave.

I am the person authorized to sign as the employer of the employee requesting ME PFML. My signature affirms that to the best of my knowledge and belief, the information I have provided is true and accurate.

Employer's authorized signature	Date signed (MM/DD/YYYY)

Title

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Paid Family And Medical Leave
Release Of Personal Health Information
For Family Member
(Form PFML-3)

- If an employee is requesting Paid Family And Medical Leave (PFML) to care for a family member with a serious health condition, the family member or an authorized representative must complete a *Release Of Personal Health Information For Family Member* (Form PFML-3) and submit it to their Health Care Provider, along with a copy of the *Certification For Care Of Family Member* (Form PFML-4).
- The *Release Of Personal Health Information For Family Member* (Form PFML-3) enables the Health Care Provider to complete *Certification For Care Of Family Member* (Form PFML-4) and release it to the employee seeking PFML benefits.
- Before completing and signing, the family member must read the *Release Of Personal Health Information For Family Member* (Form PFML-3) in its entirety.
- The employee requesting PFML submits both the *Request For Paid Family And Medical Leave* (Form PFML-1) and the *Certification For Care Of Family Member* (Form PFML-4) to their employer's PFML insurance carrier, for PFML benefit determination.

NOTE: This form will be retained by the Health Care Provider. The employee should make a copy for their records before giving it to the Health Care Provider.

Family member or authorized representative signs and dates.

RELEASE OF PERSONAL HEALTH INFORMATION BY THE HEALTH CARE PROVIDER FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION (to be completed by the family member or authorized representative and submitted to family member's Health Care Provider with Form PFML-4)

Employee enters their name, and family member's name and date of birth at the top of each page.

The PFML insurance carrier name requested at the top of the form is the same as the PFML insurance carrier identified in *Request For Paid Family And Medical Leave* (Form PFML-1) Part B line 13.

Family member or authorized representative must complete all applicable requested information.

If a family member is unable to fill out this form, an authorized representative must attach a copy of legal documentation, such as a health care proxy or power of attorney, permitting the representative to sign on behalf of the family member. The Health Care Provider will require this documentation of authorization unless the authorized representative is a parent signing on behalf of a minor child.

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Paid Family And Medical Leave
Release Of Personal Health Information
For Family Member
(Form PFML-3)

TO BE COMPLETED BY THE EMPLOYEE

Employee's legal name (first name, middle initial, last name)	
Family member's legal name	Family member's date of birth (MM/DD/YYYY))
Relationship of family member to employee	

RELEASE OF PERSONAL HEALTH INFORMATION BY THE HEALTH CARE PROVIDER FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION (to be completed by the family member or authorized representative and submitted to family member's Health Care Provider with Form PFML-4)

I, _____ , authorize my Health Care Provider listed on this form to
Family member's legal name

release my personal health information to _____ and Standard Insurance Company.
Employee's legal name

Records Subject to Release: This form gives the Health Care Provider listed permission to include information from your health care records on the attached medical certification. This form gives your Health Care Provider permission to release only the information in your health care records that relate to your current condition, which is the subject of the employee's request for Paid Family And Medical Leave benefits.

Duration of Revocable Release: This authorization ends after one year, or when you revoke the release. You can cancel this release at any time. To cancel, send a letter to the Health Care Provider listed on this form.

This form does NOT allow your Health Care Provider to release the following types of information, unless you specifically permit such release. Put an "X" next to any information your health provider MAY release:

☐ HIV/AIDS related information ☐ Mental health information ☐ Alcohol/drug treatment ☐ Psychotherapy notes

Health Care Provider Information (to be completed by the family member or authorized representative)

Identify the Health Care Provider who is currently providing you with treatment for a condition that is subject to the employee's request for PFML benefits.

1. Health Care Provider's name			
2. Health Care Provider's mailing address			
City	State	Zip Code	Country (if not U.S.A.)
3. Health Care Provider's telephone number (provide area or country code) ( )			

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Paid Family And Medical Leave
Release Of Personal Health Information
For Family Member
(Form PFML-3)

TO BE COMPLETED BY THE EMPLOYEE

Employee's legal name (first legal name, middle initial, last name)	
Family member's legal name (first name, middle initial, last name)	Family member's date of birth (MM/DD/YYYY)

RELEASE OF PERSONAL HEALTH INFORMATION BY THE HEALTH CARE PROVIDER FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION (to be completed by the family member or authorized representative and submitted to family member's Health Care Provider with Form PFML-4)

Family member Information (to be completed by the family member or authorized representative)

4. Family member's mailing address			
City	State	Zip Code	Country (if not U.S.A.)
5. Family member's Social Security Number		6. Family member's telephone number (provide area or country code) ( )	

READ AND SIGN BELOW

I have a serious health condition and thereby request that the Health Care Provider listed give a completed *Health Care Provider Certification For Care Of Family Member With Serious Health Condition* (Form PFML-4) to the employee identified on Form PFML-4, I understand that such information includes a diagnosis and prognosis of my current condition, the date it commenced, and any estimation of the amount of care that I require from the employee requesting PFML benefits as a result of my current condition.

Family member's signature	Date signed (MM/DD/YYYY)

Authorized representative

I, _____ , represent the family member in this matter as authorized by:
Print legal name

☐ Parental right ☐ Power of attorney (attach copy) ☐ Court order (attach copy) ☐ Health care proxy (attach copy)

Authorized representative's signature	Date signed (MM/DD/YYYY)

The employee should retain a copy for their own records.

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Paid Family And Medical Leave Certification For Care Of Family Member (Form PFML-4) Instructions

To Be Completed by Employee

INSTRUCTION to the EMPLOYEE: **The employee requesting Paid Family And Medical Leave (PFML) to care for family member with a serious health condition must submit the *Certification For Care Of Family Member* (Form PFML-4) with *Request For Paid Family and Medical Leave* (Form PFML-1). Fill out the employee information of this form and give to the Health Care Provider along with *Release Of Personal Health Information For Family Member* (Form PFML-3). When you receive the completed *Certification For Care Of Family Member* (Form PFML-4) from the Health Care Provider, send the completed forms and supporting documentation to The Standard.**

Employee's Name				
Employee's Address	City	State	ZIP	Phone No.
Family member's Name	Relationship of family member to employee	Family member date of birth		
Family member's Address	City	State	ZIP	Phone No.

To Be Completed By Health Care Provider

INSTRUCTIONS for HEALTH CARE PROVIDERS

This form is used to certify a serious health condition in order to qualify for Paid Family and Medical Leave (PFML). Answer each question to the best of your medical knowledge, based on your examination of the patient.

GINA Disclaimer: The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. Genetic information is defined to include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

PART A: MEDICAL FACTS

1. Diagnosis _____ Primary ICD Code *(optional)* _____

   (Do not include the Diagnosis or Primary ICD Code for patients who are working in the following states: CT, DE, MA, MN, WA. This request is made to ensure compliance with applicable laws and guidelines.)

   Approximate date condition commenced: _____ Probable duration of condition: _____

   Was the family member admitted for an overnight stay in a hospital, hospice, or residential medical care facility? ☐ Yes ☐ No

   If so, dates of admission: _____

   _____

   Date(s) you treated the family member for condition: _____

   _____

   Will the family member need to have treatment visits at least twice per year due to the condition? ☐ Yes ☐ No

   Was the family member referred to other Health Care Provider(s) for evaluation or treatment (e.g., physical therapist)? ☐ Yes ☐ No

   If so, state the nature of such treatments and expected duration of treatment: _____

   _____

2. Is the medical condition pregnancy? ☐ Yes ☐ No If so, expected/actual delivery date: _____

3. Complications with the pregnancy or delivery? ☐ Yes ☐ No Please explain: _____

   _____

   _____

   _____

4. Describe other relevant medical facts, if any, related to the condition for which the family member needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

   _____

   _____

   _____

5. Is the family member an active service member? ☐ Yes ☐ No

   If yes, is the condition a result of military service? ☐ Yes ☐ No

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Paid Family And Medical Leave Certification For Care Of Family Member (Form PFML-4)

PART B: AMOUNT OF CARE NEEDED: When answering these questions, keep in mind that your family member's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care:

6. Will the family member be incapacitated for a single continuous period of time, including any time for treatment and recovery? ☐ Yes ☐ No
   Estimate the beginning and ending dates for the period of incapacity: _____
   During this time, will the family member need care? ☐ Yes ☐ No
   Explain the care needed by the family member and why such care is medically necessary: _____

7. Will the family member require follow-up treatments, including any time for recovery? ☐ Yes ☐ No
   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period: _____
   Explain the care needed by the family member, and why such care is medically necessary: _____

8. Will the family member require care on an intermittent or reduced schedule basis, including any time for recovery? ☐ Yes ☐ No
   Estimate the hours the family member needs care on an intermittent basis, if any:
   _____ hour(s) per day; _____ days per week from _____ through _____
   Explain the care needed by the family member, and why such care is medically necessary: _____

9. Will the condition cause episodic flare-ups periodically preventing the family member from participating in normal daily activities?
   ☐ Yes ☐ No
   Based upon the family member's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the family member may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):
   Frequency: _____ times per _____ week(s) _____ month(s)
   Duration: _____ hours or ____ day(s) per episode
   Does the family member need care during these flare-ups? ☐ Yes ☐ No
   Explain the care needed by the family member, and why such care is medically necessary _____

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

Health Care Provider's Name			Date	
Address	City		State	ZIP
Phone No.	Fax No.			
Specialty/Type of Practice	License No.	State	State Identification Number	

Declaration and signature

My signature attests that the information provided in this form is true and correct, that I have examined the patient and answered the questions accurately and to the best of my ability, and that I am a health care provider authorized to certify their condition.

Signature of Health Care Provider	Date

Sign Up for Digital Payments

Have you signed up for digital payments yet? If so, you can disregard this notice.

Get your claim payment faster with digital payments with Standard Insurance Company. If your claim is approved, you can choose to have benefits paid to you via Zelle or direct deposit.[1]

How do digital payments work?

1. Your digital payment eligible claim is approved.[2]
2. You'll receive an email or text notification with a link to choose your payment preference.[3]
3. Follow the link to complete digital payment setup.

To sign up for digital payments,[4] choose one of the following options:

1. **Fastest Option:** Call or text "HELLO" to 833.591.8047 and follow the prompts to choose your payment preference and to provide employee and employer information.
2. **Additional Option:** Complete and submit this form below:
   - Fax to: 888.878.3686
   - Mail to: Standard Insurance Company, P.O. Box 2800, Portland, OR 97208

Digital Payment Sign Up Form

Employee First Name _____ Employee Last Name _____

Employee DOB (MM/DD/YY) _____ Employee Zip Code _____

Employer Name _____

Check "✓" to choose your preferred payment method.

Digital payment (Zelle or direct deposit) ☐ Payment by check ☐

Your contact details

Enter the mobile number or email address where you will receive notifications. This information is required for Zelle or direct deposit.

Mobile: _____ Email: _____

Email notifications will come from notification@thepaychoice.com. Text messages will come from 26489 or 21239.

The payment method you choose can be saved for any recurring payment you may receive. **If you don't choose a notification method, we may use the method we have on file or mail a check.**

1 By electing to receive claim payments digitally, we're not guaranteeing approval of your claim.
2 Not all benefits are eligible for digital claim payments.
3 If your claim is approved and you do not respond to the text or email notification with your preferred payment option within (3) calendar days, The Standard‡ will automatically send a paper check.
4 If you elect to receive claim payments digitally, you authorize use of the information you provide to access your bank account information for the purpose of facilitating payment transactions.

‡ The Standard is a marketing name for StanCorp Financial Group, Inc. and subsidiaries. Insurance products are offered by Standard Insurance Company of 1100 SW Sixth Avenue, Portland, Oregon in all states except New York. Product features and availability vary by state and are solely the responsibility of Standard Insurance Company.

TheStandard®

Standard Insurance Company
866.756.8116 Tel 866.751.5174 Fax
PO Box 3877 Portland OR 97208

Maine Paid Family and Medical Leave (PFML) Voluntary Tax Withholding Request

We want to offer you the option to address any tax obligation by providing the ability to voluntarily request tax obligations withdrawn from your Maine PFML benefit. You can have both Federal and Maine State tax withheld from your Paid Family and Medical Leave Benefits. Taxes will be withheld after deductions are taken.

- Withholding Federal and/or Maine State Tax is voluntary. 10% of your benefits would be withheld for Federal taxes and 5% would be withheld for Maine State taxes.
  - If you do not have Federal and/or Maine State income tax withheld, you may need to make estimated quarterly tax payments.
- The Federal and Maine State Tax withheld during the year will be reported on a Tax Form that is mailed after the end of the year.

You can stop the tax withholding at any time during your benefit claim.

- If you do not want to have income tax withheld from your weekly benefits, you do not have to return this form.
- Any monies you have withheld cannot be returned to you except by the Federal or State government as part of your income tax refund.

To **start or stop** withholding 10% Federal and/or 5% Maine State Income Tax, complete the form below and return it to The Standard at PO Box 3877, Portland OR 97208.

Type or print: SSN: ___ – ___ – ___

First Name M.I. Last Name

Home Address (Number and Street or Rural Route)

City or Town State Zip Code

Telephone Number: ( ) –

Check All Boxes That Apply

- ☐ **Start** withholding 10% Federal Income Tax.
- ☐ **Stop** withholding 10% Federal Income Tax.
- ☐ **Start** withholding 5% ME State Income Tax.
- ☐ **Stop** withholding 5% ME State Income Tax.

Signature: _____ **Date:** _____

Declaration and signature: Some states require us to inform you that any person who knowingly and with intent to injure, defraud or deceive an insurance company, or other person, files a statement containing false or misleading information concerning any fact material hereto commits a fraudulent insurance act which is subject to civil and/or criminal penalties, depending upon the state. Such actions may be deemed a felony and substantial fines may be imposed.

Print