

# How to “le your disability income claim

## STEP 1 Learn when to “le your claim

There may be times when you know you will be taking time off, such as a scheduled surgery or a planned maternity leave. If you know the date your time away from work due to a disability will begin, please let us know ahead of time. If your disability is unplanned, please contact us as soon as possible.

## STEP 2 Collect the following information

- € Your contact information and Social Security number.
- € Your job title and date of hire.
- € Your group policy number (listed above).
- € Your condition,,whether you are out of work due to illness, injury or pregnancy.
- € Your attending physician’s name and telephone and fax numbers.

## STEP 3 Contact Symetra to start your claim

To “le a claim:

Call 1-877-377-6773

8 a.m. to 8 p.m. ET

Monday ... Friday

Fax: 1-877-737-3650

[www.symetra.com/myGO](http://www.symetra.com/myGO)

Scan the code to download the toll-free claims of“ce numbers to your smartphone.

