

DBL ADMINISTRATIVE FORMS

The following is a listing of the current forms to be used in the administration of your New York State Mandated Disability policy with us. For your convenience, some forms can also be obtained at our website at:
www.RenaissanceFamily.com/Forms or <http://www.wcb.ny.gov/content/main/forms>

NOTICE OF COMPLIANCE DB-120	DBL-120—This form <u>MUST</u> , by law, be displayed by the employer in a prominent location in order for all employees to have access to the information contained in it.
Certificate of Insurance DB-120.1	DB-120.1—This form is used as requested to provide proof of your coverage.
HIPPA Notice of Privacy Practices	HIPPA Notice of Privacy Practices—This notice is for your information.
Identification Card DB-125	DB-125—Upon request, this card <u>MUST</u> , by law, be given to each covered employee who, upon separation from your employment, will then be unemployed. See instructions on the card for proper handling: http://www.wcb.ny.gov/content/main/forms/db125.pdf
Statement of Rights DB-271S <i>Ren of NY Form Number: DBL-007A-2018-NY</i>	DB-271S—This form <u>MUST</u> , by law, be sent to any employee who incurred a sickness or injury – while <u>OFF THE JOB</u> – after they have been out of work for more than seven (7) consecutive days. These forms are also available at: http://www.wcb.ny.gov/content/main/forms
Q&A Brochure P-20	Q&A Brochure—This brochure provides answers to some of the most commonly asked (P-20) questions regarding the coverage provided by this type of policy. It can be used as a reference by employers when an employee has questions regarding disability benefits. Also available on the Internet at the following: http://www.wcb.state.ny.us/content/main/workers/wc06003.html
DBL Claim Form DBL-450 <i>Ren of NY Form Number: DBL-002A-NY</i>	DBL-450—Any questions regarding the submission and processing of claims should be directed to our Claim Division at 844-368-6485 (Option 2). Fax any claim info to 607-773-2276. This form is also available at: http://www.wcb.ny.gov/content/main/forms/db450.pdf

FOR QUESTIONS OR TO REQUEST SUPPLIES PLEASE CONTACT:

Renaissance DBL Administration
 Phone: 844-368-6485 (Option 1, then Option 2)
 Fax: 607-723-8665

