



Claim Filing Instructions

Temporary Disability Insurance (TDI) Benefits

Step 1. Obtain a Claim Form TDI-45 from your employer.

Step 2. Complete and sign **Part A – Claimant Information.**

Signature is required. Ensure your claim is presented to your employer no later than 90 days after you are unable to perform the duties of your job. If filed beyond 90 days, attach a statement explaining the circumstances that prevented your timely filing. Once your claim is filed, you will be contacted by the insurance carrier regarding benefit eligibility.

Step 3. Have your employer complete and sign **Part B – Employer’s Statement.**

Step 4. Have your physician or authorized care provider complete and sign **Part C – Doctor’s Statement.**

Step 5: Submit your fully completed TDI-45 form (parts A, B & C) to EPIC via e-mail or fax:

E-mail: claiminfo@employersprotectiveinsurance.com

Facsimile: (808) 748-0269