

# Disability Claim Filing Instructions

**To expedite your claim, please follow these instructions.**

1. Complete the Employee's Statement in full (pages 2, 3, and 4).
2. Read, sign and date the Authorization for Release of Information (pages 6, 7 and 8).
3. Have the Attending Physician's Statement completed (pages 10 and 11).
4. Return the entire packet to the MISD Benefits Office for completion. \*

After receipt of the entire packet, Benefits will complete the Employer's Statement and file your claim with Standard Insurance Company in a timely manner.

***If you have any questions when completing this form, please call Benefits @ 972-882-7335.***

\* Fax: 972-882-7774

\* Email: [Benefits@mesquiteisd.org](mailto:Benefits@mesquiteisd.org)

\* If returning forms in person, bring to: Benefits Office, 3819 Towne Crossing; Mesquite, TX 75150.

\* If returning forms by mail, send to:  
Mesquite ISD - Benefits  
3819 Towne Crossing  
Mesquite, TX 75150