Fact Finder

For Quoting Disability Insurance

Proguard Series or Venture Series

This Fact Finder will help you gather the information you need to run an accurate quote for your client for Proguard or Venture Series – Manulife's two most popular Disability Insurance (DI) products.

STEP 1 — Complete a DI Pre-underwriting Checklist to verify that your client is a good candidate for DI. This Checklist is available on Repsource.

STEP 2 — Complete this Fact Finder to help you run an illustration for DI coverage.

STEP 3 — Complete an Application for Disability Insurance (NN7008E).



| Complete this column | Legend |
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| Client Information Name: Sex: Date of birth: Age nearest: Smoking status: 1 Smoker Non-smoker Grouped application? 2 No Group volume discount Employer list billing | For DI, a smoker is anyone who has used tobacco products within 12 months of the application date, including any nicotine products or substitutes, marijuana or hash. Eligible groups of three or more lives are eligible for a premium reduction. Click the <i>Reductions</i> button in the illustration software for details. |
| Occupation Information Occupation: | The Occupation Schedule is available on Repsource or by selecting the Lookup button in the illustration software. The classification is based on job duties, not title. If you are unable to find a listing, look under generic headings such as Manufacturing or Sales. Upgrades are available in many cases, based on income and experience. See the Occupation Schedule for details. If the client is a home-based worker, special consideration is required. See page 5 of the Underwriting Guide for Disability Insurance for details. With Venture Series, different options are available depending on the employment status: see the Special Marketing Programs section of the Marketing Guide for details. Venture Series provides a built-in premium reduction for qualified business owners (at least 20% ownership with insurable income for at least one year). It is the only product we offer to new business owners, farm owners and permanent part-time workers; some restrictions may apply. |
| Earned income 1 Current year \$ Last year \$ Previous year \$ | The amount of DI coverage we issue is based on income declared on the last year's T1 tax return. However, if income has significantly decreased over previous years, special consideration will be required. If salaried employee, use line 101/104. If commissioned employee, use line 102/104 less line 229. If unincorporated business owner, use lines 135-143. If incorporated business owner, use line 101/104, plus client's share of the business's net income / loss. Income splitting will also be considered. |
| Special Calculations Unearned income 1 (ignore if less than 15% of earned) \$ Part of Income Loss Replacement Plan (ILRP)? 2 No Yes Eligible for self-employed income gross up? 3 No Yes Employment Insurance (EI) wrap-around? 4 No Yes Existing long term disability insurance? 5 No Yes Non-taxable: \$ Taxable: \$ | The Calculator in the illustration software helps calculate benefit amounts in the following situations. Select the <i>Help</i> buttons for further details. 1 Large amounts of unearned income will reduce the benefit amount. 2 Higher benefit amounts are available to compensate for the taxable status of benefits under an ILRP. 3 To compensate for perks, we allow self-employed clients to increase income by 15% or \$30,000 if less. 4 The El wrap-around is not required for true 4A/3A risks. 5 You can either "top up" or "offset" existing insurance – for details on these concepts, see the "Focus On" flyer called "When LTD isn't Enough" on Repsource. |

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| Plan Information Proguard Series 1 | Proguard Series is designed for professionals and executives seeking top quality coverage. It is not available to class A or B. Venture Series provides affordable and reliable protection for small business owners and employees. The amount is based on your client's income. A 90-day Elimination Period is typically used. "To age 65" is typically used. This is only needed for Venture Series when the Benefit Period is to age 65. In all other cases, the Regular Occupation Period equals the Benefit Period. An additional monthly benefit is a second layer of coverage used when wrapping around existing short term coverage. |
| Optional Rider Information Cost of Living Adjustment (COLA) Rider 1 No Yes Additional Insurance Rider (AIR) (total amount or maximum) 2 \$ Pensionguard Rider (monthly amount or maximum) 3 \$ Premium Refund Rider (PRR) 4 4-back 5-back Own Occupation Rider 5 No Yes Health Protection Rider 6 Standard Enhanced Venture Series 7 Residual disability Partial disability Extended partial disability Extended partial disability | COLA increases the benefit amount during disability to compensate for inflation. AIR provides guaranteed medical insurability options up to age 55, provided the client is not currently disabled. Pensionguard continues retirement savings contributions during disability. PRR provides refunds every eight years if the client makes few or no claims. Available to 4S/4A, ages 18-55 only. For Venture Series, the Regular Occupation Period must also be to age 65. For health care workers only. Provides protection during the asymptomatic phase of HIV, HBV or HCV infection. For Venture Series, the regular occupation period must be to age 65. These riders provide additional protection for less severe disabilities. Such protection is built-in to Proguard Series. |
| Consider this additional coverage | |
| You may also want to consider providing a quote for ExpenseComp coverage. For self-employed clients, like lawyers or dentists, whose services are essential to the continuation of the business, ExpenseComp coverage reimburses most office overhead expenses during disability. To quote on ExpenseComp, use the client and occupation information from above, plus the following information: Occupation class: same as above except 4S is not available – use 4A. ExpenseComp is not available to class B. Age (age at last birthday): Plan type: Total Total + Residual (4A/3A only) = Benefit amount: \$ based on eligible overhead expenses. (see the <i>Calculator</i> in the illustration software) Elimination Period: 30 days 90 days = Benefit Period: 12 months 18 months 24 months = Optional riders: Additional Insurance Rider (total amount or maximum): \$ Premium Refund Rider: 4-back = 5-back = Patient Protection Rider (healthcare workers only) | |

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