**Reminder claims forms**

**EVERY CLAIM FORM NEEDS TO HAVE THE ADDRESS ON IT.  WE CAN NOT PROCESS IT WITHOUT.
OUR CLAIMS AUDITOR WILL NOT LET IT GO WITH OUT IT.**

**PLEASE DO NOT CALL US**to check on the status of your claim form.  We receive approximately 600 claim forms each season, and they are paid in the order in which they are submitted and processed.  In addition, each check must be cleared by our auditor prior to release.  We make every effort to pay officials as quickly as possible, and calling us to inquire about your check only slows down the process. Also please see below, we need your address EVERY TIME you put in a claim form (even if its on file) without it, it will slow down your check. **CLAIM FORM INSTRUCTIONS**1.  PRINT your claim form **AFTER YOUR ENTIRE SEASON IS COMPLETED.**    ~If you were assigned to any playoff contests, do NOT send in your claim form until all playoff assignments are completed.
    ~ For multi-sport officials, we would appreciate your sending multiple claim forms in at the same time so that only one check is cut.
2.  COMPLETE all information requested **IN PEN**, including:
    ~**Address (we can not issue a check without it on the claim form, they will be returned and this will delay payment)**
    ~Last 4 digits of your Social Security number
    ~All fees
3.  SIGN your claim form **ON EACH PAGE**(if applicable).
4.  ATTACH your original Extra Compensation Forms (do not cut apart) and ferry receipts (if you traveled to Shelter Island) to your claim form.
5.  MAIL (DO NOT FAX) your **ORIGINAL** claim form to the Section XI office.