



In order for us to submit a claim to be reimbursed to you, we need to know the following Information:

- 1) Plan or Policy #
- 2) Member or Certificate ID #
- 3) Policy holder's name & date of birth
- 4) Insurance company name and mailing address
- 5) Address that the insurance has on file (Note: This address is where the Insurance cheque will be mailed to. If you are a (POA) make sure the insurance company has your name on file)