



INSTRUCTIONS FOR COMPLETING SNOHOMISH COUNTY PUD CLAIM FOR DAMAGES FORM

Before completing a PUD Claim for Damages form, please read these instructions and the form in their entirety.

- ✦ Complete the claim form, providing specific details about your damage or loss.
- ✦ Please type or print legibly.
- ✦ Include dates, times, and relevant witness information. It is to your advantage to also present with your claim relevant supporting documents, such as medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property repairs, etc.
- ✦ Please note all submitted documents, including the Claim form itself, are subject to the Washington State public disclosure statutes.
- ✦ Sign and date the completed form and return to:

Mail:	Deliver:
Risk Management Dept.	Risk Management Dept.
Snohomish County PUD	Snohomish County PUD
PO Box 1107	2320 California Street
Everett, WA 98206-1107	Everett WA 98201
- ✦ If the information requested cannot be provided in the available space provided, please use additional sheets as necessary.
- ✦ Once your claim has been received, the Claims Department will perform an investigation and you will be contacted, via letter, by the PUD's Claims Adjuster regarding the outcome of your claim.
- ✦ If you have any other questions, or need further guidance, please email claims@snopud.com or call 425-783-8389.