

## **TORT EXTRA EXPENSE FORM INSTRUCTIONS**

This form is used to record extra expenses that you incurred as a result of the claim, such as wage loss, car rental, moving expenses, etc.

If you incurred wage loss, we will provide you a wage & salary verification form that you can submit to your employer. Your employer will complete it and return it directly to this office. We will require the name, address, & phone number of your employer.

If you are self-employed, we will need to compare your reported income with the time frame of the incident. Usually we will ask for copies of your income tax reports and/or general excise tax license reporting.

### **Complete the form as follows:**

**Name:** Complete the name of the owner of the property

**Date of Loss:** Complete the date of the loss.

**Nature/Type of Extra Expense:** Provide a description of the extra expense you incurred, such as car rental, wage loss, etc.

**Name of Company or Person:** Provide the name of the company and receipt detailing the cost of the extra expense.

**Total Cost:** The total of each type of expense.

**Date Incurred:** Provide a copy of the purchase receipt or the date you incurred the extra expense.

**Invoice No.:** Provide a copy of the invoice.

**Completed by:** The name and signature of the person completing the form.

**Dated:** Date the form was signed.