


INSURANCE CLAIM PACKAGE

YOUR GUIDE TO ACCESSING THE FUNDS TO REPAIR YOUR HOME



We know this may be a difficult time and we're committed to helping you get your insurance claim funds as quickly and easily as possible. Not only do we value you as a Chase customer, but as your mortgage company, we have a security interest in the property and need to make sure it's restored to its original or better condition or value.

WE'RE HERE TO HELP

This package will walk you through the process, provide the necessary forms and serve as a roadmap to accessing the insurance claim funds you need to repair the damage to your home.

Remember, we're available to answer any questions you may have.



InsuranceClaimCheck.com/Chase

A secure, Chase-approved site where you can:

- Report your claim
- Track your claim
- Download and submit required forms
- Request necessary inspections



1-866-742-1461



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Forms included in this package:

- Declaration of Intent to Repair
- Contractor's Lien Waiver
- Request for Taxpayer Identification Number and Certification (Substitute Form W-9)
- Authorization to Mail Funds to Alternate/Temporary Address
- Authorization to Release Information to a Third Party
- Request to Deposit Funds Into Chase Account

HOW TO CONTACT US OR SUBMIT FORMS:

Online: InsuranceClaimCheck.com/Chase (a secure, Chase-approved site)	Phone: 1-866-742-1461	Fax: 1-678-475-8899 (Free of charge from any Chase branch)
Regular mail: Chase P.O. Box 47607 Atlanta, GA 30362	Overnight mail: Chase 2405 Commerce Ave. Building 2000, Suite 300 Duluth, GA 30096	

 **Do not fill out the forms included in this packet if:**

Your loan payment is 30 days or more past due. |OR| You live in a FEMA-declared disaster area.
Please call us at 1-866-742-1461 for special instructions and requirements that apply to your situation.

FOR CLAIMS

\$20,000 OR LESS

What you need to do:**STEP 1****Report your claim**

Once you've filed a claim and your homeowners insurance company has determined a settlement amount, report your claim to us by calling **1-866-742-1461** or visiting **InsuranceClaimCheck.com/Chase**, a secure, Chase-approved site.

STEP 2**Receive your funds**

After you receive your claim check from your insurance company, bring it into a Chase branch or mail it to us using the contact information provided below. We'll endorse it and return it to you so you can use the money to pay for repairs.

Please don't sign your claim check before mailing it to us. After you get the check back with our endorsement, all the parties listed on the check will need to sign it (including your second mortgage lender, if any) before you can access the funds.

We can deposit the check into your Chase account

If you have a Chase personal checking or savings account and the names on the check are the same as the signers on your account, we can deposit the check for you.

- If you come into the branch, have each party listed on the check endorse it, then tell us you'd like it deposited into your personal account.
- If you're mailing the check to be deposited by us, have each party listed on the check endorse it and include a completed Request to Deposit Funds Into Chase Account form, which is included in this packet.

Step 3 & 4 on next page



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Your loan payment is 30 days or more past due. |OR| You live in a FEMA-declared disaster area.
Please call us at 1-866-742-1461 for special instructions and requirements that apply to your situation.

FOR CLAIMS

\$20,000 OR LESS

STEP 3

Submit the insurance adjuster's report

There are four different ways you can submit this report:

- Upload it through **InsuranceClaimCheck.com/Chase**
- Bring it into a Chase branch
- Fax it to 1-678-475-8899 (Free of charge from any Chase branch)
- Mail it to us at the address provided below

STEP 4

Request an inspection (if your claim is between \$10,000 and \$20,000)

When repairs are complete, request a free final inspection by visiting **InsuranceClaimCheck.com/Chase** or calling us at **1-866-742-1461**.



If you're mailing your insurance claim check or any claim-related forms to us, please send them to:

Regular mail:
Chase
P.O. Box 47607
Atlanta, GA 30362

Overnight mail:
Chase
2405 Commerce Ave.
Building 2000, Suite 300
Duluth, GA 30096



Do not fill out the forms included in this packet if:

Your loan payment is 30 days or more past due. |OR| You live in a FEMA-declared disaster area.
Please call us at 1-866-742-1461 for special instructions and requirements that apply to your situation.

You can access valuable resources and track the progress of your claim at InsuranceClaimCheck.com/Chase, a secure, Chase-approved site.

QUICK-REFERENCE GUIDE

FOR CLAIMS \$20,000 OR LESS

STEP 1

Report your claim

- File a claim with your homeowners insurance company.
 - An insurance adjuster will assess the damage and determine a settlement amount.
- Report your claim to us by visiting InsuranceClaimCheck.com/Chase or calling **1-866-742-1461**.

STEP 2

Receive your funds

- Bring the check into a Chase branch or mail it to us (please don't sign your claim check before mailing it to us).
 - You can request to have these funds deposited into your Chase personal account.

STEP 3

Submit the insurance adjuster's report

- Provide the report from your homeowners insurance company.

STEP 4

Request an inspection (if your claim is between \$10,000 and \$20,000)

- When the repairs are complete, contact us to schedule a free final inspection.

We're here to answer all of your questions and will work with you to make sure you get the assistance you need. Visit InsuranceClaimCheck.com/Chase or call us at **1-866-742-1461**.



Do not fill out the forms included in this packet if:

Your loan payment is 30 days or more past due. |OR| You live in a FEMA-declared disaster area.
Please call us at 1-866-742-1461 for special instructions and requirements that apply to your situation.

FOR CLAIMS

BETWEEN \$20,000 AND \$40,000

What you need to do:

STEP 1

Report your claim

Once you've filed a claim and your homeowners insurance company has determined a settlement amount, report your claim to us by calling **1-866-742-1461** or visiting **InsuranceClaimCheck.com/Chase**, a secure, Chase-approved site.

STEP 2

Endorse your check and receive the first portion of the funds

Once you receive your claim check from your insurance company, all of the parties listed on the claim check will need to endorse it (including your second mortgage lender, if any). Then you can bring it into a Chase branch or mail it to us using the contact information provided on the next page.

- We'll then deposit the funds into a special interest-earning escrow account and mail you a check for \$20,000, made payable to all of the parties listed on your mortgage and on the original insurance claim check (except Chase).
- If you have a Chase personal checking or savings account and the names on the check are the same as the signers on your account, we can deposit the check for you.
 - If you come into a branch, have each party listed on the check endorse it, then tell us you'd like it deposited into your personal account.
 - If you're mailing the check to be endorsed, have each party listed on the check endorse it and include a completed Request to Deposit Funds Into Chase Account form, which is included in this package.

STEP 3

Submit all of the necessary forms

To make sure you'll be able to receive the remainder of your funds, please submit copies of the five required forms:

- Insurance adjuster's report
- Signed estimate(s) from contractor(s)
- Declaration of Intent to Repair¹
- Contractor's Lien Waiver¹—to be completed by your contractor(s)
- Request for Taxpayer Identification Number and Certification (Substitute Form W-9)¹—to be completed by your contractor(s)

¹Included in this package

Step 3 continued on next page



Do not fill out the forms included in this packet if:

Your loan payment is 30 days or more past due. |OR| You live in a FEMA-declared disaster area. Please call us at 1-866-742-1461 for special instructions and requirements that apply to your situation.

FOR CLAIMS

BETWEEN \$20,000 AND \$40,000

STEP 3

Submit all of the necessary forms (cont.)

There are four different ways you can submit these forms:

- Upload them through **InsuranceClaimCheck.com/Chase**
- Bring them into a Chase branch
- Fax them to 1-678-475-8899 (Free of charge from any Chase branch)
- Mail them to us at the address provided below

STEP 4

Request an inspection and receive the remaining funds

When the repairs are complete, request a free final inspection by visiting **InsuranceClaimCheck.com/Chase** or calling us at **1-866-742-1461**.

- Once you've submitted all of the necessary forms, we'll issue a check for the remaining funds made payable to:
 - Your contractor(s)
 - All of the parties listed on your mortgage
 - All of the parties listed on the original insurance claim check (except Chase)
- A separate check will be issued for the interest your funds earned from the special escrow account.



If you're mailing your insurance claim check or any claim-related forms to us, please send them to:

Regular mail:
Chase
P.O. Box 47607
Atlanta, GA 30362

Overnight mail:
Chase
2405 Commerce Ave.
Building 2000, Suite 300
Duluth, GA 30096

 **Do not fill out the forms included in this packet if:**

Your loan payment is 30 days or more past due. |OR| You live in a FEMA-declared disaster area.
Please call us at 1-866-742-1461 for special instructions and requirements that apply to your situation.

You can access valuable resources and track the progress of your claim at InsuranceClaimCheck.com/Chase, a secure, Chase-approved site.

QUICK-REFERENCE GUIDE

FOR CLAIMS BETWEEN \$20,000 AND \$40,000

STEP 1

Report your claim

- File a claim with your homeowners insurance company.
 - An insurance adjuster will assess the damage and determine a settlement amount.
- Report your claim to us by visiting InsuranceClaimCheck.com/Chase or calling **1-866-742-1461**.

STEP 2

Endorse the check and receive the first portion of the funds

- Once you receive your claim check, have all of the parties listed on the check endorse it.
- Bring the check into a Chase branch or mail it to us.
 - We'll deposit the funds into a special interest-earning escrow account and issue you a check for \$20,000. (Or you can request to have these funds deposited into your Chase personal account.)

STEP 3

Submit all necessary forms

- Insurance adjuster's report
- Signed estimate(s) from contractor(s)
- Declaration of Intent to Repair
- Contractor's Lien Waiver¹
- Request for Taxpayer Identification Number and Certification (Substitute Form W-9)¹

¹To be completed by your contractor

STEP 4

Request an inspection and receive the remaining funds

- When the repairs are complete, contact us to schedule a free final inspection.
 - After you've submitted all the necessary forms, we'll issue a check for the remaining funds.

We're here to answer all of your questions and will work with you to make sure you get the assistance you need. Visit InsuranceClaimCheck.com/Chase or call us at **1-866-742-1461**.

Do not fill out the forms included in this packet if:

Your loan payment is 30 days or more past due. |OR| You live in a FEMA-declared disaster area.
Please call us at 1-866-742-1461 for special instructions and requirements that apply to your situation.

FOR CLAIMS

MORE THAN \$40,000

What you need to do:**STEP 1****Report your claim**

Once you've filed a claim and your homeowners insurance company has determined a settlement amount, report your claim to us by calling **1-866-742-1461** or visiting **InsuranceClaimCheck.com/Chase**, a secure, Chase-approved site.

STEP 2**Endorse your check and receive the first portion of the funds**

Once you receive your claim check from your insurance company, all of the parties listed on the claim check will need to endorse it (including your second mortgage lender, if any). Then you can bring it into a Chase branch or mail it to us using the contact information provided on the next page.

- We'll then deposit the funds into a special interest-earning escrow account and mail you a check for \$20,000 made payable to all of the parties listed on your mortgage and on the original insurance claim check (except Chase).
- If you have a Chase personal checking or savings account and the names on the check are the same as the signers on your account, we can deposit the check for you.
 - If you come into a branch, have each party listed on the check endorse it, then tell us you'd like it deposited into your personal account.
 - If you're mailing the check to be endorsed, have each party listed on the check endorse it and include a completed Request to Deposit Funds Into Chase Account form, which is included in this package.

STEP 3**Submit all necessary forms**

To make sure you'll be able to receive the remainder of your funds, please submit copies of the six required documents:

- Insurance adjuster's report
- Signed estimate(s) from contractor(s)
- A copy of your contractor's license¹
- Declaration of Intent to Repair²
- Contractor's Lien Waiver²—to be completed by your contractor(s)
- Request for Taxpayer Identification Number and Certification (Substitute Form W-9)²—to be completed by your contractor(s)

¹For the county (or other political subdivision) in which the property is located

²Included in this package

Step 3 continued on next page



Do not fill out the forms included in this packet if:

Your loan payment is 30 days or more past due. |OR| You live in a FEMA-declared disaster area.
Please call us at 1-866-742-1461 for special instructions and requirements that apply to your situation.

FOR CLAIMS

MORE THAN \$40,000

STEP 3

Submit all necessary forms (cont.)

There are four different ways you can submit these forms:

- Upload them through **InsuranceClaimCheck.com/Chase**
- Bring them into a Chase branch
- Fax them to 1-678-475-8899 (Free of charge from any Chase branch)
- Mail them to us at the address provided below

STEP 4

Request an initial inspection and receive an additional portion of funds

When the repairs are at least 50% complete, request a free initial inspection by visiting **InsuranceClaimCheck.com/Chase** or calling us at **1-866-742-1461**.

- Once the inspector verifies that the repairs are 50% complete and you have submitted all of the necessary forms, we'll issue a check for half of the remaining funds, made payable to:
 - Your contractor(s)
 - All of the parties listed on your mortgage
 - All of the parties listed on the original insurance claim check (except Chase)

STEP 5

Request a final inspection and receive the remaining funds

When the repairs are complete, request a free final inspection by visiting **InsuranceClaimCheck.com/Chase** or calling us at **1-866-742-1461**.

- Once the inspector verifies that the repairs are complete, we'll issue a check for the remaining funds, made payable to:
 - Your contractor(s)
 - All of the parties listed on your mortgage
 - All of the parties listed on the original insurance claim check (except Chase)
- A separate check will be issued for the interest your funds earned from the special escrow account.



If you're mailing your insurance claim check or any claim-related forms to us, please send them to:

Regular mail:
Chase
P.O. Box 47607
Atlanta, GA 30362

Overnight mail:
Chase
2405 Commerce Ave.
Building 2000, Suite 300
Duluth, GA 30096

 **Do not fill out the forms included in this packet if:**

Your loan payment is 30 days or more past due. |OR| You live in a FEMA-declared disaster area.
Please call us at 1-866-742-1461 for special instructions and requirements that apply to your situation.

You can access valuable resources and track the progress of your claim at InsuranceClaimCheck.com/Chase, a secure, Chase-approved site.

QUICK-REFERENCE GUIDE

FOR CLAIMS MORE THAN \$40,000

STEP 1

Report your claim

- File a claim with your homeowners insurance company.
 - An insurance adjuster will assess the damage and determine a settlement amount.
- Report your claim to us by visiting InsuranceClaimCheck.com/Chase or calling **1-866-742-1461**.

STEP 2

Endorse the check and receive the first portion of the funds

- Once you receive your claim check, have all of the parties listed on the check endorse it.
- Bring the check into a Chase branch or mail it to us.
 - We'll deposit the funds into a special interest-earning escrow account and issue you a check for \$20,000. (Or you can request to have these funds deposited into your Chase personal account.)

STEP 3

Submit all necessary forms

- | | |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Insurance adjuster's report | <input type="checkbox"/> Contractor's Lien Waiver ¹ |
| <input type="checkbox"/> Signed estimate(s) from contractor(s) | <input type="checkbox"/> Request for Taxpayer Identification Number and Certification (Substitute Form W-9) ¹ |
| <input type="checkbox"/> A copy of your contractor's license | |
| <input type="checkbox"/> Declaration of Intent to Repair | ¹ To be completed by your contractor |

STEP 4

Request an initial inspection and receive an additional portion of the funds

- When the repairs are at least 50% complete, contact us to schedule a free initial inspection.
 - After an inspector verifies repairs are 50% complete, we'll issue a check for half of the remaining funds.

STEP 5

Request a final inspection and receive the remaining funds

- When the repairs are complete, contact us to schedule a free final inspection.
 - After an inspector verifies repairs are complete, we'll issue a check for the remaining funds.

We're here to answer all of your questions and will work with you to make sure you get the assistance you need. Visit InsuranceClaimCheck.com/Chase or call us at **1-866-742-1461**.

⚠ Do not fill out the forms included in this packet if:
Your loan payment is 30 days or more past due. |OR| You live in a FEMA-declared disaster area.
Please call us at 1-866-742-1461 for special instructions and requirements that apply to your situation.



FREQUENTLY ASKED QUESTIONS

Why is my insurance claim check also made payable to Chase?

We have a security interest in the property and need to make sure the property is restored to its original or better condition or value.

When can I expect to receive my disbursement check(s) from Chase?

We'll mail your initial disbursement check (or have the funds deposited into your Chase personal account) within three business days of processing your insurance claim check. If your claim is for more than \$20,000, you'll receive your remaining disbursement check(s) after the required inspection(s) has been completed and we verify you've submitted all of the correct forms.

Can I have my funds mailed to a different address?

Yes. If you'd like to have funds sent to an address other than the one we have on file, complete the enclosed Authorization to Mail Funds to Alternate/Temporary Address form and return it to us.

Can I have my claim information released and/or checks sent to someone not listed on my mortgage?

Yes. If you'd like to release information about your claim to someone not listed on your mortgage or have checks from your special interest-earning escrow account payable to a third party (such as a contractor), complete and submit the enclosed Authorization to Release Information to a Third Party form.

Why do you release funds for larger claim checks in separate payments?

We want to make sure that the repairs are being done correctly and according to schedule. Releasing the funds in separate payments also helps prevent contractor fraud.

What if my contractor needs more funds than I've been allotted?

Call us at 1-866-742-1461 to request that your claim be reviewed as an exception.

Why are my disbursement checks from Chase for the remaining amount of my claim also made payable to my contractor?

Your contractor's name is included on the checks to ensure the funds are distributed and used correctly, and also to prevent the contractor from placing a lien on the property once the work is completed.

What if my claim amount is greater than the principal balance on my loan?

You have two options:

1. If you want to repair your home and your loan payments are up to date, we'll immediately release the amount that exceeds your unpaid principal balance, in addition to your first disbursement amount.
2. If you want to use the funds to pay off your balance (including any unpaid fees and interest), please request a payoff quote by signing in to **chase.com** or calling our 24-hour automated service at 1-877-505-2894 to see if the claim funds will cover the total outstanding amount. If so, submit a letter of request, signed by everyone listed on your mortgage, and we'll use your insurance claim funds to pay off your loan balance.

Can I use the money from my insurance claim check to pay my past-due balance?

Insurance claim funds are intended to repair your home to its original condition and can't be applied to your past-due balance.

What if my name doesn't match the name on the check and/or mortgage?

Send us a copy of legal documentation showing your full name (first, middle and last), in addition to your insurance claim check, or bring them into a Chase branch.

We're here to answer all of your questions and will work with you to make sure you get the assistance you need. Visit InsuranceClaimCheck.com/Chase or call us at **1-866-742-1461**.

Si tiene alguna pregunta, por favor llame al 1-866-742-1461.



TIPS TO HELP PREVENT CONTRACTOR FRAUD

While most contractors are reputable, contractor fraud and price gouging unfortunately do occur. For help with contractor fraud, contact your state's consumer helpline or attorney general's office.

Here are some important tips to help protect yourself:

- Be cautious of contractors making unsolicited repair offers—many fraudulent proposals are made by contractors who offer services door-to-door.
- Get three written estimates from licensed and insured contractors.
- Check each contractor's credentials and references.
- Get a detailed written contract before allowing any work to be done. Be sure it includes the total cost, the specific work to be completed, time/payment schedules and any other important details.
- Don't put too much money down, don't pay with cash and don't sign over your claim check to a contractor.
- Make sure the contractor obtains building permits.
- Don't make the final payment until the job is finished and you have all the government approvals you need (if applicable).
- Never sign a contract with blanks or incomplete sections—terms or conditions you didn't agree to could be added later.
- Don't feel pressured by a contractor or allow a contractor to interpret your homeowners insurance policy. Always feel free to contact your insurance company if you have any questions or concerns about your contractor.

We're here to answer all of your questions and will work with you to make sure you get the assistance you need. Visit InsuranceClaimCheck.com/Chase or call us at **1-866-742-1461**.

Si tiene alguna pregunta, por favor llame al 1-866-742-1461.



ABOUT THE FORMS

Please keep copies of all of these completed forms for your records.

Insurance adjuster's report

This report is provided by your homeowners insurance company. It lists the damages to your property and outlines the total amount designated for each portion of your claim.

This is required for all claims regardless of the amount.

A copy of your contractor's license

Your contractor(s) should be licensed and registered within your state and provide you with a copy of their home repair/improvement contractor license.

This is only required if your claim is for more than \$40,000.

Contractor's Lien Waiver

This form should be completed by your contractor(s). It confirms that the contractor(s) will waive any claims of lien once full payment for labor and materials is received.

+ *This form is included in this package.*

Signed estimate(s) from contractor(s)

Provide any and all written and signed proposals that your contractor(s) provides explaining the repairs to be completed and their total cost.

Declaration of Intent to Repair

By completing this form, you verify your intent to repair the damage to your home.

+ *This form is included in this package.*

Request for Taxpayer Identification Number and Certification (Substitute Form W-9)

Because the IRS requires us to report payment of insurance funds to contractors, this form verifies the contractor information that will be used to report those payments and must be completed by your contractor(s).

+ *This form is included in this package.*

OPTIONAL FORMS:

We've also included three optional authorization forms, which you may want to use depending on your situation (only one borrower's signature is required on these three documents):

Authorization to Mail Funds to Alternate/Temporary Address

Complete and include this form with your check if you would like the check—or any disbursement checks we send you—returned to an address other than the mailing address on the loan.

Authorization to Release Information to a Third Party

Complete and submit this form if you would like us to release information about your claim to anyone other than those listed on the loan or have checks from your special interest-earning escrow account made payable to the contractor only.

Request to Deposit Funds Into Chase Account

Complete and include this form with your check if you would like to make a request for the funds to be deposited into your Chase personal checking or savings account.

We're here to answer all of your questions and will work with you to make sure you get the assistance you need. Visit InsuranceClaimCheck.com/Chase or call us at **1-866-742-1461**.

Si tiene alguna pregunta, por favor llame al 1-866-742-1461.

DECLARATION OF INTENT TO REPAIR

This form is required—by completing this form, you verify your intent to repair the damage to your home. To avoid delays, please make sure all fields on this form are completed before you submit it.

Loan number: _____

Name(s) of borrower(s): _____

Email address: _____

Preferred phone number(s): _____

Property address: _____

(Street, city, state and ZIP code)

Amount of claim check: _____

Cause of damage/loss: _____

I/We hereby certify that the insurance claim funds in the amount listed above are to be used to repair/restore the property to as good a condition or better than prior to the damage, that all repairs will be made in a timely manner and that no material or labor liens will occur as a result of the labor performed or the materials used.

I/We understand that a licensed contractor must be used to repair/restore the property.

Signature(s) of borrower(s): _____ **Date:** _____

_____ **Date:** _____

Only one borrower's signature is required, but if possible, please also provide all borrowers' signatures.

Once you've completed this form, you can scan and upload it to InsuranceClaimCheck.com/Chase, a secure, Chase-approved site. You can also return it to us by mail or fax to:

Regular mail: Chase
P.O. Box 47607
Atlanta, GA 30362

Overnight mail: Chase
2405 Commerce Ave.
Building 2000, Suite 300
Duluth, GA 30096

Fax: 1-678-475-8899
(Free of charge from
any Chase branch)

CONTRACTOR'S LIEN WAIVER

This form is required—it will be completed by your contractor and confirms that the contractor will waive any claims of lien once full payment for labor and materials is received. If you're working with multiple contractors, have each complete a separate copy of this form.

To avoid delays, please make sure all fields on this form are completed before you submit it.

Loan number: _____

Name(s) of borrower(s): _____

Property address: _____
(Street, city, state and ZIP code)

Contractor declaration:

Conditional upon payment of \$ _____, all claim(s) of lien for labor and/or materials will be waived (must match dollar amount on contractor's contract).

I, the undersigned contractor, hereby declare that I am duly licensed under applicable laws and regulations, all liens will be waived upon payment as noted, I am qualified and experienced to perform the type of work contracted, financially able to complete the repair or reconstruction within scheduled time frames, will comply with applicable codes and regulations governing residential repair or reconstruction (including, but not limited to, building codes and zoning, permit and inspection regulations), and I will be repairing damage at the property listed above as reported in the insurance adjuster's report unless specifically noted.

Contractor/Company officer signature: _____ **Title:** _____

Contractor/Company name (please print): _____

Contractor/Company phone number: _____ **Date:** _____

Borrower to complete (By signing below, you indicate that you agree with the above information):

Signature(s) of borrower(s): _____ **Date:** _____

_____ **Date:** _____

Only one borrower's signature is required, but if possible, please also provide all borrowers' signatures.

Once you and your contractor have completed this form, you can scan and upload it to InsuranceClaimCheck.com/Chase, a secure, Chase-approved site. You can also return it to us by mail or fax to:

Regular mail: Chase
P.O. Box 47607
Atlanta, GA 30362

Overnight mail: Chase
2405 Commerce Ave.
Building 2000, Suite 300
Duluth, GA 30096

Fax: 1-678-475-8899
(Free of charge from
any Chase branch)

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION (SUBSTITUTE FORM W-9)

Because the IRS may require us to report payment of insurance funds to contractors, **each contractor receiving payment for work on your home must complete, sign and date a separate Substitute Form W-9.** To avoid delays, please make sure the information provided is clearly printed. Further instructions for this form can be found at irs.gov.

Name(s) of borrower(s): _____

Property address: _____
(Street, city, state and ZIP code)

Contractor: Please complete the remainder of this form.

Name (as shown on your tax return). Name is required on this line; do not leave this line blank:

Business name or disregarded entity name if different from above: _____

Phone number: (____) _____ Business address: _____

City: _____ State: _____ ZIP code: _____

Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate
- Limited liability company. Enter the tax classification (C=C Corporation, S=S Corporation, P=Partnership): _____

Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

Exemptions (see instructions at irs.gov):

Exempt payee code (if any): _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any): _____

Part I – Taxpayer Identification Number (TIN)

Social Security number ____ - ____ - ____ or Employer identification number: _____

Part II – Certification

You must cross out item 2 below if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because:
 - a. I am exempt from backup withholding, or
 - b. I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or
 - c. The IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined in instructions), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Contractor signature: _____ Date: _____

Once you and your contractor have completed this form, you can scan and upload it to InsuranceClaimCheck.com/Chase, a secure, Chase-approved site. You can also return it to us by mail or fax to:

Regular mail: Chase
 P.O. Box 47607
 Atlanta, GA 30362

Overnight mail: Chase
 2405 Commerce Ave.
 Building 2000, Suite 300
 Duluth, GA 30096

Fax: 1-678-475-8899
 (Free of charge from
 any Chase branch)

AUTHORIZATION TO MAIL FUNDS TO ALTERNATE/TEMPORARY ADDRESS

This form is optional—complete and include this form with your check if you would like the funds sent to an address other than the one we have on file for you. This form is not required to receive your funds.

Loan number: _____

Name(s) of borrower(s): _____

Property address: _____
(Street, city, state and ZIP code)

Please check the appropriate box.

I/We would like the funds mailed to an address different than the one on file.

The desired mailing address is:

Address: _____
(Street, city, state and ZIP code)

I/We would like the funds(s) mailed directly to a contractor or another third party, such as public adjuster, attorney, etc. The name and address of the third party to whom checks should be sent is:

Name: _____

Address: _____
(Street, city, state and ZIP code)

Signature(s) of borrower(s): _____ Date: _____

_____ Date: _____

Only one borrower's signature is required, but if possible, please also provide all borrowers' signatures.

Once you've completed this form, you can scan and upload it to InsuranceClaimCheck.com/Chase, a secure, Chase-approved site. You can also return it to us by mail or fax to:

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P.O. Box 47607
Atlanta, GA 30362

Overnight mail: Chase
2405 Commerce Ave.
Building 2000, Suite 300
Duluth, GA 30096

Fax: 1-678-475-8899
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any Chase branch)

AUTHORIZATION TO RELEASE INFORMATION TO A THIRD PARTY

This form is optional—complete and submit this form if you would like us to release information about your claim to any person other than the borrower(s) listed on the loan or have checks from your special interest-earning escrow account made payable to the contractor only. This form is not required to receive your funds.

Loan number: _____

Name(s) of borrower(s): _____

Property address: _____
(Street, city, state and ZIP code)

Please check the appropriate box(es).

- I would like Chase to release information about my claim to a third party.

Name of third party: _____

Relationship to borrower: _____

- I/We would like the disbursement check(s) made payable to a third party only—the borrower name(s) will not appear on any disbursement check(s).

Name of third-party payee(s): _____
(Street, city, state and ZIP code)

Signature(s) of borrower(s): _____ **Date:** _____

Date: _____

Only one borrower's signature is required, but if possible, please also provide all borrowers' signatures.

Once you've completed this form, you can scan and upload it to InsuranceClaimCheck.com/Chase, a secure, Chase-approved site. You can also return it to us by mail or fax to:

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P.O. Box 47607
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Duluth, GA 30096

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any Chase branch)

REQUEST TO DEPOSIT FUNDS INTO CHASE ACCOUNT

This form is optional—complete and include this form with your check if you would like the funds deposited into your Chase personal checking or savings account. This form is not required to receive your funds.

Loan number: _____

Name(s) of borrower(s): _____

Property address: _____
(Street, city, state and ZIP code)

Your request is subject to approval.

The following criteria must be met for the funds to be deposited directly into your account:

- All payees must be listed on the account you're depositing the funds into.
 - Payees include all of the parties listed on your mortgage, as well as all of the parties listed on the original insurance claim check (except Chase).
- The account must be a Chase personal checking or savings account.

I/We would like the funds deposited into my/our Chase account.

The account number is: _____

Signature(s) of borrower(s): _____ Date: _____

_____ Date: _____

Only one borrower's signature is required, but if possible, please also provide all borrowers' signatures.

Once you've completed this form, you can scan and upload it to InsuranceClaimCheck.com/Chase, a secure, Chase-approved site. You can also return it to us by mail or fax to:

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P.O. Box 47607
Atlanta, GA 30362

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