



CLAIM FORM

NOTICE: To file a claim against the Town, you must comply with Wis. Stat. §893.80(1), which says you must file a notice of claim within 120 days of the event from which you claim damages.

Filing a claim against the Town does not guarantee reimbursement. Instead, the Town examines each claim on an individual basis in determining if reimbursement is legally required. In order to obtain reimbursement for a claim against the Town, you must prove that the Town or its employees, officials, or agents acted unlawfully or negligently. Only the Town Board can authorize payment of a claim against the Town.

INSTRUCTIONS: Complete the information below. Attach any documents that support your claim including receipts, invoices, estimates, government reports, etc. After you have completed the form, you may file it via email by sending it as an attachment to clerk@grandchutewi.gov. You may also mail it to or submit it in person to:

Town of Grand Chute
Attn: Claims - Town Clerk
1900 W. Grand Chute Blvd.
Grand Chute, WI 54913

FOR OFFICE USE ONLY

Date claim received: _____
Date forwarded to insurance: _____
Claims decision date: _____

Allowed Disallowed No action

If allowed, amount paid: \$ _____

If disallowed, date claimant received notice of disallowance: _____

CLAIMANT CONTACT INFORMATION

Name _____ State _____ Zip _____
Address _____ Best Contact Phone Number _____
City _____ Email Address _____

CIRCUMSTANCES OF CLAIM AND RELIEF SOUGHT

Date of Event _____ Approximate Time of Event _____
Location of Event _____

Circumstances of the event (Please provide specific names, places, times, and facts when possible):

Relief sought \$ _____ *(Relief sought, must include an itemized list)*

ACKNOWLEDGMENT

The above information is complete, true and accurate to the best of my knowledge.

Claimant Signature _____ Date _____
(If submitting via email, type your full name on the line above to indicate your electronic signature)