



CITY OF AZTEC Notice of Tort Claim



In order to submit your claim, you must complete this form and submit it to **Aztec City Hall** within **NINETY (90)** days of the occurrence. The Municipality will then forward your claim to the New Mexico Self-Insurers' Fund for investigation and adjustment. You may expect to be contacted by a Fund representative regarding your claim. Please call (800) 432-2036 or (505)982-5573 if you have questions.

To Municipality of: **CITY OF AZTEC**

Claimant: _____ *Date of Birth: _____ *SSN: _____
Address: _____ City: _____ ZIP: _____
Home Phone: _____ Cell: _____ Work: _____

Date of Occurrence: _____ Time of Occurrence: _____ AM
 PM

Location of Occurrence: _____

Please describe what happened: (continue on blank sheet if necessary)

Witness Name: _____ Phone #: _____
Witness Name: _____ Phone #: _____

Please list all persons and/or property for which you are claiming damages:

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
4. _____ \$ _____
TOTAL AMOUNT OF CLAIM \$ _____

Please attach all estimates, bills, or other information to support the amount of your claim.

Signature Printed Name Date

***This information is required by the federal government. No payment can be made without this information.
Please submit your claim to Sherlynn Morgan via email: smorgan@aztecnm.gov**

THIS SIDE FOR MUNICIPAL OFFICIAL USE ONLY

Notice of Tort Received By: _____
Name Title

Date Received: _____ Time Received: _____
 AM
 PM

Persons having knowledge of the circumstances surrounding this claim:

Name: _____	Phone #: _____

Attached are the following reports, statements or other documentation which support our understanding of the facts relating to this claim:

1. _____
2. _____
3. _____
4. _____

Please describe any other information which you feel is pertinent to this claim:

Submitted by:

_____ Signature	_____ Printed Name
_____ Title	_____ Phone

Upon receipt of this claim, please provide the above information and *immediately* send to:

New Mexico Self-Insurers' Fund
P.O. Box 846
Santa Fe, NM 87504
(800) 432-2036 or (505) 982-5573
Fax (505) 820-0670