

**Ephrata School District No 165
Claim for Damages
(Accident/Incident Report Form)**

Chapter 4.96 RCW

To the registered agent of

Please take notice that (full name

(Date of Birth _____ (mo/day/year))

Who now resides at

Daytime phone

Who resided at _____ at the time of injury/damage.

Claim damages from Entity (in the amount of) \$ _____
arising out of the following circumstances: (Please answer the questions below)

What happened?

Where? (Provide as much detail as possible including street address)

When? (date) _____ (time am/pm) _____

Persons involved/witnesses. (Include name & address)

Name
address

Name
address

Name
address

Accurately describe injury sustained or items of damage claimed. Itemize all expenses and losses. (Attach extra page if necessary)

Why is Entity responsible for this injury or damage?

Signed:

Claimant or representative authorized by RCW 4.96.020)

Being first duly sworn on oath, deposes and says that he/she is the above named claimant; that he/she has read the foregoing Claim for Damages, knows the contents thereof and believes the same to be true.

Subscribed and sworn to before me this day of 20

Signature

Printed

Notary Public in and for the State of Washington

Residing at

My commission expires

Ephrata School District No. 165
Instructions for completion and presentation of Claim
RCW 4.96

1. Complete the Tort claim form maintained at office of registered agent as recorded at office County Auditor.

Registered agent

Office location

Business hours

2. Tort claim form must be typed or printed clearly in ink.
3. Provide all requested information and any available documents supporting your claim.
4. If the requested information cannot be supplied in the space provided, please use additional blank sheets so your claim can be easily read and understood.
5. Sign by authorized party and have notarized.
6. Present properly completed and signed Tort claim form in one of the following manners:
 - A) Personal delivery to registered agent or authorized person in office of the registered agent during above business hours.
 - B) Deliver by registered mail to registered agent.
 - C) Deliver by certified mail (with return receipt) to registered agent.