

**CST BENEFIT FUND**

CLAIM NO. \_\_\_\_\_

2 Crimson Way, Suite 1 • Plattsburgh, N.Y. 12901 • Fax (518) 561-7459

**NOTICE OF CLAIM FOR BENEFITS**

Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

**TO BE FULLY COMPLETED BY MEMBER**

STATEMENT OF MEMBER: My signature certifies that I am a member and I have been totally unable to work. I furnish the following information which I warrant to be true, complete and correct to the best of my knowledge and belief.

Enter your full name (please print):

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address: \_\_\_\_\_  
No. Street. Apt. No. City State Zip Code

Phone: \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_

Email: \_\_\_\_\_

Did you join CST Benefit Fund knowing you were going to be eligible to file a claim for benefits within your first 30 days of membership? \_\_\_\_\_

My claim is a result of :  Illness  Injury  Workmens Comp.  Other \_\_\_\_\_

If claim is illness or injury, return doctor's statement also.

**MEMORANDUM OF UNDERSTANDING**

All members of the Correctional Security Trust (CST) Benefit Fund are governed by the rules, regulations & policies established by the trustees and applicable state and federal laws pertaining to the administration of the trust.

Claims will be received and reviewed by the board of trustees. The board will determine if the claim is actionable or not and notify the member of their decision. All benefits will be disbursed in accordance with established policy and procedure.

In the event that a member receives or collects any funds, retro pay, back pay, remuneration, stipend, settlement or any monetary fund's arising from the members claim, distributions of money made by the CST Benefit must be returned to the trust.

Signing this memorandum of understanding indicates the member is aware of their rights and obligations and will comply and abide by the rules, regulations and policy of the Correctional Security Trust Fund.

YOU MUST READ, SIGN & RETURN THIS DOCUMENT TO BE CONSIDERED FOR CLAIM PAYMENTS.

\_\_\_\_\_  
PRINT YOUR NAME

\_\_\_\_\_  
MEMBER SIGNATURE DATE

**TO BE FULLY COMPLETED BY EMPLOYER**

**EMPLOYER'S STATEMENT**

Name of employee \_\_\_\_\_

Health Insurance Plan \_\_\_\_\_ Single  Family

First date employee was unable to work \_\_\_ / \_\_\_ / \_\_\_ Last date employee was physically present at work \_\_\_ / \_\_\_ / \_\_\_

Has employee returned to work? YES  NO  If yes, when \_\_\_ / \_\_\_ / \_\_\_

If no, when is employee expected to return to work? \_\_\_ / \_\_\_ / \_\_\_

Verify up to date leave accruals: VACATION \_\_\_\_\_ SICK \_\_\_\_\_ PL \_\_\_\_\_ Comp Time or Other \_\_\_\_\_

On what date did or will employee commence leave without pay? \_\_\_ / \_\_\_ / \_\_\_

This is to certify that this is a correct statement from our records on the above named employee.

DATE: \_\_\_ / \_\_\_ / \_\_\_ EMPLOYER: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_