



**Notice of Claim
Against the City of Plano
Personal Injury – Property Damage**

Please Print or Type Only

Date of Birth: _____ **SSN: _____
Print Full Name: _____ Phone Number: _____
Mailing Address: _____ City: _____ State: _____ Zip Code: _____
E-Mail Address: _____ Total amount of claim against the city: \$ _____

Location of Incident: _____
Date of Incident: _____ Approximate Time: _____ a.m. p.m.

Describe in your own words where, when, and how the damage or injury occurred. Attach copies of any bills, estimates, photographs, medical reports, or any other supporting documents

Were you or anyone else injured? Yes No
Were there any witnesses? Yes No If yes, please identify: _____
Has the incident been reported to a City employee or department? Yes No
If yes, name of employee/department: _____
Has the police department been notified? Yes No Police Report Number: _____
FOR ALL CLAIMS – Have you submitted a claim to your insurance carrier? Yes No

THIS FORM MUST BE SIGNED AND DATED AS ACKNOWLEDGEMENT THAT ALL OF THE STATEMENTS MADE IN THIS CLAIM ARE TRUE AND CORRECT TO THE BEST OF YOUR KNOWLEDGE:

Date: _____ **Signature:** _____

**** Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA Section 111)**

Under MMSEA Section 111, any governmental entity that pays settlement, judgment, award or other payment after July 1, 2009 is required to report that claim to Medicare. To meet these mandatory reporting requirements, you will be required to submit your date of birth and social security number before payment is made regardless of the type claim you submit.

NOTICE OF CLAIM AGAINST THE CITY OF PLANO

Article 11 of the Charter of the City of Plano requires written notice within 6 months of the incident before any claim for injury or damage may be considered. The Charter provisions are quoted below for your information.

Section 11.06 – Special provisions Governing Damage Suits:

Before the city shall be liable to damage claim or suit for personal injury, or damage to property, the person who is injured or whose property is damaged or someone in his behalf shall give the city manager, or the person performing the duties of city secretary, notice in writing within six (6) months after the occurrence of the alleged injury, or damage, stating specifically in such notice when, where and how the injury or damage was sustained, and setting forth the extent of the injury or damage as accurately as possible. No action at law for damages shall be brought against the city for personal injury or damage to property prior to the expiration of thirty (30) days after the notice herein before described has been filed with the city manager or the person performing the duties of city secretary, not later than two (2) years after the occurrence of the injury or damage to property. In case of injuries resulting in death, before the city shall be liable in damages therefore the person or persons claiming such damages shall after the death of the injured person give notice as above required in case of personal injury. Provided, however, that nothing herein contained shall be construed to mean that the City of Plano waives any rights, privileges, defenses or immunities in tort actions which are provided under the common law, the constitution and general laws of the State of Texas.

YOU MAY SUBMIT THE COMPLETED CLAIM FORM ONE OF THREE WAYS:

Mail:

City Secretary
P.O. Box 860358
Plano, Texas 75086-0358

Fax:

972-423-9587

E-Mail:

noticeofclaims@plano.gov

For status of your claim or to speak to an adjuster please call: 972-941-5660