



REQUEST FOR BENEFITS

NOTE FILING DEADLINE: All claims for services must be received at the Administration Office no later than 12 months after the date of service.

SEND CLAIM FORM TO:

Administration Office
asealegal-eligibility@LTSalaska.com
P.O. Box 34840
Seattle, WA 98124-1840
(866) 678-8647

EMPLOYEE'S STATEMENT

1. Name _____ (last) _____ (first) _____ (middle initial) SSN# _____ Employee ID# _____

2. Address _____ (street and no.) _____ Hire Date _____

Phone Number _____ (city and state) _____ (zip code)

3. If Benefit is for someone other than yourself, complete: Spouse _____ Birth Date _____
 Child _____ Birth Date _____

4. Are you or your dependent insured under any other group plan which will also pay for any of the expenses of this claim?
 Yes No If yes, give name, address, and policy number, or insurance company providing benefits.
Name & Address _____ Plan No. _____

I have been advised of the plan's maximum benefits (hourly and benefit year) for covered legal fees and costs regardless of the attorney's rates. I agree that I am responsible for payment of any amounts not covered by the trust. I agree to reimburse the trust by preference and priority for all amounts paid by the trust insofar as such amounts are recovered from a third party. I further agree that this trust and employer are not responsible for any errors or omissions of the attorney. I authorize the undersigned attorney to provide the Administration Office any information necessary to process the claim.

5. Signed _____ Date _____

ATTORNEY STATEMENT

MUST BE COMPLETED TO ASSURE PROMPT PAYMENT

Firm _____ Attorney _____

Mailing Address _____ (street and no. or p.o. box no.) _____ (city and state) _____ (zip code)

Federal Employer I.D.No. _____ Or Attorney SSN _____

- 1. I/We agree that the terms of the ASEA Legal Services plan of benefits will govern all services provided herein. I/We understand that payment of this claim is contingent upon (1) eligibility of the claimant, (2) whether this is a covered matter under the terms of the plan and (3) whether all or any portion of the claimant's annual maximum benefit has been previously exhausted.
- 2. I/We understand that the plan does not cover or make payment for retainer fees, flat fee billings or contingency fee cases and that the trust reserves the right to withhold claim payments upon the claimant's request.
- 3. I/We certify that the services, costs, expenses and fees claimed herein were incurred in connection with the indicated legal matters and that none of the amounts billed were recovered against a third party. In event such amounts are recovered, I/We agree that we will reimburse the ASEA Legal Services Trust by preference and priority in such amounts recovered for the sums received by us for this claim.
- 4. I/We understand that all invoices for services provided during a plan year (July 1–June 30) must be submitted to the plan for payment NO LATER THAN 12 MONTHS FROM THE DATE OF SERVICE or the plan may deny payment. If the plan denies

payment on an invoice submitted after the claims cutoff date, I/we agree to write off such invoice and agree not to seek payment of the invoice from the plan participant or his/her dependent or beneficiary.

- 5. I/We agree to hold the union, employer, trust and/or their agents harmless and defend them against any action arising out of or in connection with the Attorney's conduct in handling this matter.
- 6. IF THIS IS A ONE-TIME OR OCCASIONAL REPRESENTATION OF A PLAN PARTICIPANT, SIGN BELOW AND COMPLETE THE ATTORNEY'S CASE DESCRIPTION SECTION BELOW.

X _____ Date _____

ATTORNEY CASE DESCRIPTION

(To be completed by all attorneys for each case)

- 1. Is this initial billing? Yes No Date case started _____
- 2. Is this interim billing? Yes No
- 3. Is this final billing? Yes No Date case ended _____
- 4. Have you filed this claim with any other legal plan? Yes No

Circle the code/type and provide a brief description of the nature of the legal matter

Civil Litigation

- 300 Defendant Actions
- 310 Plaintiff Actions
- 366 Personal Injury
- 314 Administrative Proceeding

Wills and Probate

- 200 Simple Wills
- 210 Estate Planning and Wills
- 340 Probate of Members Estate
- 341 Heir/Beneficiary Representation

Consumer Transactions

- 205 Consumer Contracts
- 206 Creditor Actions
- 363 Debtor Actions
- 312 Bankruptcy - Personal

Identify Chapter _____

Landlord and Tenant

- 225 Residential Tenant Issues

Family Matters

- 330 Termination of Marriage
- 331 Termination of Marriage - Contested
- 329 Modification of Divorce Decree
- 333 Support, Custody or Visitation - Defendant
- 334 Support, Custody or Visitation - Plaintiff
- 342 Guardianship/Conservatorship
- 332 Adoption
- 336 Paternity
- 337 Pre-marital Agreement
- 230 Power of Attorney
- 338 IRS Audits
- 313 Change of Name
- 375 Other

Real Estate Transactions

(Personal Residence Only)

- 221 Purchase Personal Residence
- 221 Sale Personal Residence
- 223 Foreclosure Personal Residence
- 226 Other Residential Issues

Description: _____

The above categories are general in nature and may be subject to restrictions and exclusions. Refer to the ASEA Legal Services Plan Booklet (on-line www.asealegalservices.org). Contact the Administration Office for assistance with questions or interpretation of plan provisions.

Attach a copy of your itemized statement for services rendered and email or mail to the Administration Office.