

# INSURANCE CHECK CLAIM QUESTIONS

## RECEIVING YOUR FUNDS

Your insurance company will mail you a check for the insurance claim. It will be made payable to you and Citizens Community Federal. Everyone listed on the check needs to sign it before delivering it to CCFBank.

## WHAT IS MY FIRST STEP?

Bring the following to your nearest branch or mail it to CCFBank:

- The check endorsed by all parties.
- Insurance/claim adjuster's report.
- Contractor's bid with the amount of funds your contractor(s) requires to start repairs (if applicable) signed by each of you. If you need multiple contractors to complete the repairs, we will need a copy of each signed contract/estimate.
- Sign the Declaration of Intent to Repair. Your local branch will provide the form, or you may print a copy from the Insurance Claims section of our website. [CCFBank - Insurance Claims](#)

## WHEN CAN I RECEIVE FUNDS?

The first portion of your funds may be released upon receiving the above documentation.

- The amount of funds released will be determined by the total amount of your claim and the amount due to your contractor(s) to begin repairs.
- It will be made payable to you and your contractor.

The remaining portion of your funds will be released once the repairs are complete and have been inspected.

- Sign the Statement of Completion and Satisfaction and return to CCFBank. Your local branch will provide the form, or you may print a copy from the Insurance Claims section of our website. [CCFBank - Insurance Claims](#)
- The check will be made payable to you and the contractor (if applicable).

## ANY QUESTIONS?

Please contact us 1.800.590.9920 or 715.836.9999

### CCFBank

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