

What YOU need to do to process your claims!

First call the shortage desk 1-800-877-0309

And ask why the claim was not paid and ask them to send you a written explanation why it was declined.

If no one answers leave a message.

Make sure to ask for a written explanation!

(A lot of claims can be resolved with this call)

If the claim is not paid.

- 1) Give your local chairman a copy of original claim.
- 2) One of the information sheets describing the claim.

You can print one from our local website.

utulocal1366.com

Or one of the black file in yard office.

- 3) A copy of your Recap & declination sheet (All pages of pay slip)
- 4) A copy of the reason that the timekeeper sends **you after your call.**

This is important as the first thing the timekeeper will ask the local chairman is if **YOU** called the shortage desk.

This copy will have a date and time stamp on it.

Any other pertinent information

Trans. log, Call sheets the more information the better!