Société de l'assurance automobile Québec

Avec vous, au cœur de votre sécurité

Declaration of Lost Salary or Wages

Erase

Accident Victim		Claim Number
Last name	First name	

Information for the Employer

An employee who has been involved in a traffic accident and able to work, but who must temporarily leave work in order to receive medical or paramedical care or undergo a medical assessment by a health care professional at the request of the SAAQ, may be entitled to a reimbursement of any lost salary or wages due to their absence. So that we may calculate this reimbursement, please provide the following information.

Absence for Medical Reasons

Date of the absence (Year-Month-Day)	Reason for the absence								Missed work time (in hours and minutes)	Net salary or wages per hour lost*
	Physio-therapist	Occupat. therapist	Chiro-practor	Psycho-logist	Acupunc-turist	Social worker	Doctor, hospital	Other		
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* The net salary or wages per hour lost equals the **net salary or wages of a pay period without an absence,** divided by the number of hours in that pay period.

Declaration

I certify that the above information is accurate and complete.

Signature of the employer or the employer's authorized representative (e.g. a person from human resources or the payroll service) — Date (Year-Month-Day)

X

Name (please print)

Title or position — Telephone — Extension

THERE ARE THREE WAYS TO SUBMIT A DOCUMENT:

Through the Reimbursement of Expenses and Document Submission online service: saaq.gouv.qc.ca/envoidocuments
By fax: 1-866-289-7952
By mail: Société de l'assurance automobile du Québec
Case postale 2500, succursale Terminus
Québec (Québec) G1K 8A2

Keep the original or a copy for your files.

Protection of Personal Information

The SAAQ only collects personal information that is necessary for it to exercise its powers and apply the laws it administers. All personal information gathered by authorized personnel is handled confidentially. This information may be shared with its licensing agents and certain government departments or agencies, including those located outside Québec, in accordance with the *Act respecting Access to documents held by public bodies and the Protection of personal information*. It may also be used for statistical, survey, study, audit or investigative purposes. Failure to provide this information can result in a refusal of service. You may consult, correct or obtain a copy of any personal information concerning you.

For more information, consult the Policy on Privacy on the SAAQ's website at saaq.gouv.qc.ca/confidentialite or contact the SAAQ's call centre.