

Avec vous,  
au cœur de votre sécurité

Claim number

Last name and first name of the accident victim

**Section 1 – Attestation by the accident victim**

► Signature required

I certify that the information provided below is accurate and complete and agree to inform the SAAQ of any change in my situation.

X

Signature of the accident victim of legal age or their representative

Date (Year-Month-Day)

**Section 2 – Authorization of payment to the person providing assistance**

► Signature required

(To fill out if you want payment made directly to the person providing assistance.)

I want the payment of expenses made directly to the person providing assistance.

X

Signature of the accident victim of legal age or their representative

Date (Year-Month-Day)

**Section 3 – Attestation by the person providing assistance**

► Signature required

Last name and first name

Address

Postal code

Leave date (Year-Month-Day)	Return date (Year-Month-Day)	Number of days*	Amount claimed per day

\* The number of days spent at home, including the day the accident victim left the centre and the day they returned.  
For example: left Friday evening, returned on Sunday = 3 days.

X

Signature of the person providing assistance

Telephone

Date (Year-Month-Day)

**THERE ARE THREE WAYS TO SUBMIT A DOCUMENT:** Through the Reimbursement of Expenses and Document  
Submission online service: [saaq.gouv.qc.ca/envoiedocuments](https://saaq.gouv.qc.ca/envoiedocuments)  
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](https://saaq.gouv.qc.ca/confidentialite) or contact the SAAQ's call centre.



## Type of assistance covered

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The SAAQ may reimburse expenses incurred to obtain personal home assistance where, by reason of the accident, the accident victim is unable to care for themselves or perform, without assistance, the essential activities of everyday life (e.g. preparing meals, dressing or washing).

Furthermore, the SAAQ may reimburse personal assistance expenses incurred by an accident victim staying in a rehabilitation or residential centre for the days spent outside the centre during temporary outings, including the day the victim leaves and returns.

## Notice of changes

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It is important to notify us quickly of any change in your situation. Certain changes can have an impact on personal home assistance needs or the amount of eligible expenses. Changes that need to be reported include:

- hospitalization;
- changing residences;
- changes in your state of health;
- changes in your family situation;
- the replacement of the person providing assistance.

## Possible verification

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The information provided in this form is subject to verification by the SAAQ or any other governmental organization. The amounts received by the person providing assistance may constitute taxable income.

## To reach us

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For more information, you can reach us from Monday to Friday between 8:30 a.m. and 4:30 p.m. at the following telephone number:

**1-800-463-6890**

You can find a copy of this form in the “Forms” section of our website [www.saaq.gouv.qc.ca](http://www.saaq.gouv.qc.ca) or by calling the number above.