



Claim Number

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Accident Victim

1 Québec driver's licence number Social Insurance Number Health Insurance Number

Last name at birth Sex
 Female Male

First name Date of birth
 Year Month Day

Present last name if different from last name at birth

Civil status at the time of the accident Married or in a civil union In a de facto union Widowed Legally separated Single Divorced Separated (de facto separation) Language of correspondence
 French English

Accident Victim's Address

2 Street number Street name Apartment P.O. Box

Municipality Province or state

Country Postal code

Telephone (home) Extension Telephone (other) Extension

Accident

3 Date and time of accident Year Month Day Hour Minute AM PM The accident victim was:
 The driver A passenger A pedestrian A cyclist

If the accident victim was the driver or a passenger, what type of vehicle was he or she in?
 Car, SUV, minivan Truck Motorcycle Other, specify:
 Bus Moped, motorized scooter

Licence plate number of the vehicle the accident victim was in Province, state or country in which the vehicle the accident victim was in was registered

Location of accident (municipality) If outside Québec, indicate the province, state or country

Was a vehicle registered outside Québec involved in the accident? Yes No Don't know

4 Give a brief account of the facts relating to the accident.

5 Was an accident report drawn up by a police officer? Yes No Don't know Accident report number (if known) _____

If the accident occurred **outside Québec**, submit a copy of the accident report, if you have one.

6 Did the traffic accident occur:

- while the accident victim was working Yes No
- while someone was carrying out a criminal act Yes No
- while assisting a person in distress Yes No

DO NOT WRITE HERE

THERE ARE THREE WAYS TO SUBMIT A DOCUMENT:
 Through the Document Submission online service: saaq.gouv.qc.ca
 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.



Injuries

7 Please describe, in your own words, the injuries the accident victim sustained that led to his or her death as a result of the accident. **(Enclose a document from a physician or coroner describing the cause(s) of death.)**

Please provide the date and time of death: Year Month Day Hour Minute AM PM **Enclose the death certificate from the funeral home or the Directeur de l'état civil.**

Name of the hospital where the accident victim was taken after the accident

Municipality in which that hospital is located

Resident Status

8 At the time of the accident, did the accident victim own a vehicle registered in Québec? Yes No **Licence plate number** _____

Did the accident victim live outside Québec at any point during the twelve months prior to the accident? Yes No **From:** Year Month Day **To:** Year Month Day
Municipality

Province, state or country

If "Yes": **Municipality** _____

• Did the accident victim maintain a permanent home in Québec? Yes No
• If the accident victim stayed longer than six months outside Québec, give the reason(s) for his or her extended stay: _____

Was the accident victim a Canadian citizen at the time of the accident? Yes No **Citizenship** _____

Pension, Benefits, Indemnities, Compensation or Allowance Received from Another Body

9 At the time of the accident, was the accident victim (or the person who was supporting the accident victim) receiving a full or reduced pension, or benefits, indemnities, compensation or an allowance from another body (Ministère du Travail, de l'Emploi et de la Solidarité sociale, CNESST, Retraite Québec, etc.)? Yes No

Availability Allowance and Reimbursement of Expenses

10 SEE PAGE 12 OF THE GUIDE TO FIND OUT IF YOU OR SOMEONE ELSE IS ENTITLED TO AN AVAILABILITY ALLOWANCE OR REIMBURSEMENT

Are you (or is someone else) claiming an availability allowance or the reimbursement of accident-related expenses? Yes No **(Enclose supporting documents)**

**Accident Victim's Spouse*****11** **"SPOUSE" REFERS TO A PERSON OF THE SAME OR OPPOSITE SEX.**

At the time of death, did the accident victim have a spouse?
 Yes No ▶ **If "No," go on to Section 13**

The accident victim was: Legally married (**enclose the marriage certificate**) or in a civil union Year Month
 In a de facto union ▶ Since : Year Month

At the time of the accident:
 • had a child been born of this union? Yes No
 • was a child to be born of this union? Yes No
 • had a child been adopted by the accident victim and his or her spouse? Yes No
 • had a child of one spouse been adopted by the other spouse? Yes No

If "Yes," provide a copy of the adoption order

Spouse's last name at birth _____
 First name _____
 Sex Female Male Date of birth Year Month Day Health Insurance Number _____

Were the accident victim and his or her spouse living together at the time of the accident? Yes No The spouse had been living at the address below since: Year Month

Address Street number Street name Apartment P.O. Box
 Municipality Province or state
 Country Postal code
 Telephone (home) Telephone (work) Extension Telephone (other)

12 Is the spouse disabled? Yes No If "Yes," submit a medical report attesting to the spouse's disability if the accident victim was under 45 years of age.

Accident Victim's Former Spouse***13** **"FORMER SPOUSE" REFERS TO A PERSON OF THE SAME OR OPPOSITE SEX.**

At the time of death, did the accident victim have a former spouse? Yes ▶ **Enclose a copy of the official divorce judgment or separation order**
 No ▶ **Go on to Section 15**

At the time of death, was the accident victim paying or required to pay spousal support (**excluding child support**) in accordance with a judgment or an agreement? Yes ▶ **Enclose a copy of the official document stating the amount**
 No

Former spouse's last name at birth _____ Sex Female Male
 First name _____ Date of birth Year Month Day
 Address Street number Street name Apartment P.O. Box
 Municipality Province or state
 Country Postal code
 Telephone (home) Telephone (work) Extension Telephone (other)

14 Is the former spouse disabled? Yes No If "Yes," enclose a medical report attesting to the former spouse's disability.



Dependants

15 Did the accident victim have any dependants at the time of the accident? Yes No If "No," go on to Section 16

FOR EVERY CHILD OR OTHER DEPENDANT OF THE ACCIDENT VICTIM AT THE TIME OF THE ACCIDENT, PLEASE PROVIDE THE INFORMATION REQUESTED BELOW AND ENCLOSE A BIRTH CERTIFICATE FROM THE DIRECTEUR DE L'ÉTAT CIVIL BEARING THE NAME OF THE DEPENDANT'S MOTHER AND FATHER.

Form with 3 sections for dependants. Each section includes fields for: Last name, First name, Sex, Date of birth, Health Insurance Number, Relationship to accident victim, Level of education, Gross annual employment income, Did the accident victim provide care, Is this person disabled, Was this person living with the accident victim, and Address (Street number, Street name, Apartment, P.O. Box, Municipality, Province or state, Country, Postal code).



Dependants

15 DEPENDANTS (CONTINUED)

4. Last name _____ Sex Female Male Date of birth Year _____ Month _____ Day _____

First name _____

Health Insurance Number _____ Relationship to accident victim Biological child Spouse's child Other, specify: _____

Level of education in progress Elementary High School General Vocational CEGEP University For dependants who were 18 years of age or older, have **Schedule 4D – Attestation of School Attendance filled out.**

Gross annual employment income (including social assistance payments, Employment Insurance benefits, etc.) \$ _____ Did the accident victim Provide care for this person? Yes No Have financial responsibility for this person? Yes No

Is this person disabled? Yes No Enclose a medical report attesting to the person's disability Was this person living with the accident victim? Yes No If "No," give the dependant's address below

Address Street number _____ Street name _____ Apartment _____ P.O. Box _____

Municipality _____ Province or state _____

Country _____ Postal code _____

5. Last name _____ Sex Female Male Date of birth Year _____ Month _____ Day _____

First name _____

Health Insurance Number _____ Relationship to accident victim Biological child Spouse's child Other, specify: _____

Level of education in progress Elementary High School General Vocational CEGEP University For dependants who were 18 years of age or older, have **Schedule 4D – Attestation of School Attendance filled out.**

Gross annual employment income (including social assistance payments, Employment Insurance benefits, etc.) \$ _____ Did the accident victim Provide care for this person? Yes No Have financial responsibility for this person? Yes No

Is this person disabled? Yes No Enclose a medical report attesting to the person's disability Was this person living with the accident victim? Yes No If "No," give the dependant's address below

Address Street number _____ Street name _____ Apartment _____ P.O. Box _____

Municipality _____ Province or state _____

Country _____ Postal code _____

6. Last name _____ Sex Female Male Date of birth Year _____ Month _____ Day _____

First name _____

Health Insurance Number _____ Relationship to accident victim Biological child Spouse's child Other, specify: _____

Level of education in progress Elementary High School General Vocational CEGEP University For dependants who were 18 years of age or older, have **Schedule 4D – Attestation of School Attendance filled out.**

Gross annual employment income (including social assistance payments, Employment Insurance benefits, etc.) \$ _____ Did the accident victim Provide care for this person? Yes No Have financial responsibility for this person? Yes No

Is this person disabled? Yes No Enclose a medical report attesting to the person's disability Was this person living with the accident victim? Yes No If "No," give the dependant's address below

Address Street number _____ Street name _____ Apartment _____ P.O. Box _____

Municipality _____ Province or state _____

Country _____ Postal code _____

IF THERE WERE OTHER DEPENDANTS, PLEASE PROVIDE THE SAME INFORMATION ABOUT THEM ON A SEPARATE SHEET OF PAPER AND ATTACH IT TO THIS FORM. BE SURE TO INDICATE THE CLAIM NUMBER SHOWN ABOVE AT THE TOP OF EACH ADDITIONAL SHEET OF PAPER.



Accident Victim's Parents

PROVIDE THE INFORMATION REQUESTED BELOW IF THE ACCIDENT VICTIM WAS UNDER 18 YEARS OF AGE WHEN THE ACCIDENT OCCURRED AND HAD NO SPOUSE OR DEPENDANTS. ENCLOSE THE ACCIDENT VICTIM'S BIRTH CERTIFICATE ISSUED BY THE DIRECTEUR DE L'ÉTAT CIVIL AND BEARING THE NAME OF THE ACCIDENT VICTIM'S MOTHER AND FATHER.

16 Accident victim's parent *
Sex: Female, Male
Biological or adoptive father/mother, Person acting as a father/mother, No one was acting as a father/mother
Year, Month, Day
Last name, First name
Address: Street number, Street name, Apartment, P.O. Box
Municipality, Province or state
Country, Postal code
Telephone: (home), (work), Extension, (other)

Accident victim's parent *
Sex: Female, Male
Biological or adoptive father/mother, Person acting as a father/mother, No one was acting as a father/mother
Year, Month, Day
Last name, First name
Address: Street number, Street name, Apartment, P.O. Box
Municipality, Province or state
Country, Postal code
Telephone: (home), (work), Extension, (other)

Accident victim's parent *
Sex: Female, Male
Biological or adoptive father/mother, Person acting as a father/mother, No one was acting as a father/mother
Year, Month, Day
Last name, First name
Address: Street number, Street name, Apartment, P.O. Box
Municipality, Province or state
Country, Postal code
Telephone: (home), (work), Extension, (other)

* Parents may be of the same or opposite sex.

IF EITHER THE FATHER OR THE MOTHER HAS BEEN DIVESTED OF PARENTAL AUTHORITY, ENCLOSE A COPY OF THE COURT ORDER.

**16 ACCIDENT VICTIM'S PARENTS (CONTINUED)**

PROVIDE THE INFORMATION REQUESTED BELOW IF THE ACCIDENT VICTIM WAS UNDER 18 YEARS OF AGE WHEN THE ACCIDENT OCCURRED AND HAD NO SPOUSE OR DEPENDANTS. ENCLOSE THE ACCIDENT VICTIM'S BIRTH CERTIFICATE ISSUED BY THE DIRECTEUR DE L'ÉTAT CIVIL AND BEARING THE NAME OF THE ACCIDENT VICTIM'S MOTHER AND FATHER.

Accident victim's parent*

Sex

Female
 Male

Biological or adoptive father/mother
 Person acting as a father/mother since _____
 No one was acting as a father/mother

Year Month Day

If the accident victim's biological parent is deceased, give the date of death and enclose a copy of the death certificate.

Year Month Day

Last name

First name

Was this person living with the accident victim? Yes No If "No," give this person's address below

Address
Street number

Street name

Apartment

P.O. Box

Municipality

Province or state

Country

Postal code

Telephone (home)

Telephone (work)

Extension

Telephone (other)

* Parents may be of the same or opposite sex.

IF EITHER THE FATHER OR THE MOTHER HAS BEEN DIVESTED OF PARENTAL AUTHORITY, ENCLOSE A COPY OF THE COURT ORDER.

Signature of the Claim for Death Benefits**17**

I certify that the information provided on this claim form is accurate. In the event that further information is required in order to establish entitlement to benefits and determine the amount thereof, I hereby authorize the Société de l'assurance automobile du Québec (SAAQ), in accordance with section 83.17 of the *Automobile Insurance Act*, to obtain any such information from bodies that can provide it to the SAAQ, such as Retraite Québec, the Commission des normes, de l'équité, de la santé et de la sécurité du travail, the Régie de l'assurance maladie du Québec, etc.

SIGNATURE OF ACCIDENT VICTIM'S REPRESENTATIVE

X

Date
Year Month Day

Please indicate in what capacity you are acting and provide the additional information requested below.

Spouse Father or Mother Administrator of the succession Notary or attorney Other, specify:

Mr. Ms. Representative's last name

First name

Address (if different from that of the accident victim)
Street number Street name

Apartment

P.O. Box

Municipality

Province or state

Country

Postal code

Telephone (home)

Telephone (work)

Extension

Telephone (other)

Direct Deposit**18**

ONLY COMPLETE THIS SECTION IF YOU WANT TO REGISTER FOR DIRECT DEPOSIT.

Are you the sole holder of this account? Yes No

Branch No. Institution No. Account No.

These numbers are shown on your cheques. If you do not have any cheques, your financial institution can provide an equivalent document providing this information.

Name of financial institution

I authorize the Société de l'assurance automobile du Québec (SAAQ) to deposit into the above-mentioned account the payments it makes to me. I also authorize the SAAQ to convey the information required to make such deposits to its financial institution and to the one indicated above.

SIGNATURE OF THE PERSON CLAIMING DEATH BENEFITS

X

Date
Year Month Day

REMEMBER TO ENCLOSE A CHEQUE MARKED "VOID." DO NOT STAPLE YOUR CHEQUE TO YOUR CLAIM FOR DEATH BENEFITS.



SEE PART 3 OF THE GUIDE TO FIND OUT IF YOU MUST PROVIDE THE INFORMATION REQUESTED BELOW.

A Was the accident victim employed at the time of the accident? Yes No ► If "No," go on to Section B

PROVIDE THE INFORMATION REQUESTED BELOW FOR EACH POSITION HELD AT THE TIME OF THE ACCIDENT.

Name of employer or business			Telephone
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Date hired	Expected end (if applicable)	Type of employment
Year Month Day	Year Month Day	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary
<input type="checkbox"/> Other, specify:		

Number of hours worked per week:	Job title
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Employment status Salaried ► Have **Schedule 2 – Attestation of Income by the Employer** filled out.
 Self-employed ► Please provide the following documents for the three previous years:

– If the accident victim was resident in Québec

- Québec income tax return, AND
- Notice of assessment, AND
- Form TP-80-V (*Business or Professional Income and Expenses*) or Statement of income and expenses

– If the accident victim was resident in Canada (outside Québec)

- Federal income tax return, AND
- Notice of assessment, AND
- Form T2125 (*Statement of Business or Professional Activities*) or Statement of income and expenses

– If the accident victim was not resident in Canada

- Any official document attesting to self-employment income that is required by the fiscal authority of the country or territory concerned (equivalent to Revenu Québec or the Canada Revenue Agency).

IF SPACE IS INSUFFICIENT, PLEASE PROVIDE THE SAME INFORMATION ON A SEPARATE SHEET OF PAPER AND ATTACH IT TO THIS FORM. BE SURE TO INDICATE THE CLAIM NUMBER SHOWN ABOVE AT THE TOP OF EACH ADDITIONAL SHEET OF PAPER. HAVE SCHEDULE 2 FILLED OUT BY EACH EMPLOYER (MAKE PHOTOCOPIES OF SCHEDULE 2 IF NEED BE).

B At the time of the accident:

Was the accident victim registered as a full-time student in an educational program? Yes No ► If the accident victim was 16 years of age or older, have **Schedule 4D – Attestation of School Attendance** filled out.

Was the accident victim working without pay in a family business? Yes No

Was the accident victim receiving Employment Insurance benefits or an employment-assistance allowance? Yes No ► Have **Schedule 3 – Confirmation of Employment Insurance Benefits Lost/ Confirmation of an Employment-Assistance Allowance Lost** filled out.

At the time of the accident, had an employer guaranteed the accident victim employment?

<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of employer or business	Telephone
--	------------------------------	-----------

Please request a **Confirmation of Hiring form**.



C At the time of the accident, was the accident victim unable to work for a reason other than the accident? Yes No ▶ **If "No," go on to Section D**

The accident victim was unable to work: Temporarily Permanently

Since:

Year	Month	Day

Describe the accident victim's illness or disability prior to the accident.

D At the time of the accident, the accident victim was:

The recipient of compensation or indemnities from the Commission des normes, de l'équité, de la santé et de la sécurité du travail ▶ File number: _____

The recipient of a disability pension from Retraite Québec

The recipient of a disability pension from another body ▶ Specify: _____

Not receiving any pension, compensation or indemnities

E IF THE ACCIDENT VICTIM HAD NOT HELD FULL-TIME EMPLOYMENT FOR OVER A YEAR WHEN THE ACCIDENT OCCURRED, YOU MUST PROVIDE THE INFORMATION REQUESTED BELOW.

Education

	Elementary	1	2	3	4	5	6	7		Year	Month	
Please circle last level completed ▶	High school	1	2	3	4	5	Date full-time studies ended					
	CEGEP	1	2	3				Diploma(s) obtained and field(s) of study: _____				
	University	Undergraduate	Master's	Doctorate								

In the five years before the accident, were there periods when:

The accident victim's main occupation was taking care of a child under 6 years of age without pay? Yes No

From:

Year	Month

 To:

Year	Month

The accident victim was unable to hold a job due to illness, an accident, etc.? Yes No

From:

Year	Month

 To:

Year	Month

Reason(s) _____

Did the accident victim hold any certificates of qualification or professional licences? Yes No If "Yes," specify: _____

Was the accident victim a member of a professional corporation? Yes No If "Yes," specify: _____

Employment history Provide information about all the positions the accident victim held during the five (5) years preceding the accident, or provide information about the last three (3) positions he or she held if the accident victim did not work during that period. **This information is required for us to process the file. Keep all of the supporting documents so that you can provide them to us on request.**

Period worked (starting with most recent)	Name of employer	Sector of activity	Job title	Number of hours		Gross income				
				worked per week	regular full-time work week for this employment at this employer					
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