



Please follow these instructions for filling out the Claim and Release Form (MV-2001). The Claim and Release Form should be completed only if your claim is for \$5,000 or less.

You must submit **TWO** completed copies of the Claim and Release Form along with the **Request for Taxpayer Identification Number and Certification (W-9)**. Filling out both forms completely and accurately will prevent delays in processing your claim to determine whether you should be awarded damages. To obtain form W-9 go to www.irs.gov.

Claim Form Section:

1. Complete this section in full and have it notarized. You must have an **original** signature in this section. A photocopied signature is not acceptable.
2. Describe in detail why you are filing the claim, including dates, times, and location. Be sure to explain exactly what error or omission you believe DMV made. If necessary, attach additional pages of explanation. Claims for damages involving money should be supported by documentation of the damages.

Release Form Section:

1. Complete this section of the form even if the claim you are making has not been approved and/or paid. Be sure to have this section notarized.
2. Be sure to sign this section of the form. A photocopied signature is not acceptable.

CHECKLIST

After completing the Claim and Release form, check to see that you . . .

- ◆ Filled in your:

<input type="checkbox"/> name	<input type="checkbox"/> state	<input type="checkbox"/> Social Security Number
<input type="checkbox"/> address	<input type="checkbox"/> zip code	<input type="checkbox"/> Telephone Number (optional)
<input type="checkbox"/> city	<input type="checkbox"/> date of birth or License ID Number	
- ◆ Completed two copies of the form with ORIGINAL signatures (no photocopied signatures).
- ◆ Had both the Claim and Release sections notarized.
- ◆ Signed both the Claim and Release sections.
- ◆ Remember to attach documentation of lost wages, costs incurred, receipts, invoices, bills (for example, taxi receipts, toll receipts, and phone bills) and any other relevant materials that support your claim. Include the Vehicle Identification Number (VIN) and/or plate number when appropriate.
- ◆ Completed form W-9.

Mail **two** completed and signed copies along with the Request for Taxpayer Identification Number and Certification (W-9) to: Department of Motor Vehicles, Counsel's Office, 6 Empire State Plaza, Room 522, Albany NY 12228.

Note: *Submitting form MV-2001 "Claim and Release Form" does not guarantee that you will be paid for your claim. Staff from DMV's Counsel's Office and Office of Fiscal management will investigate the claim. If the claim is for more than \$1,000, it will also be sent to the New York State Attorney General's Office. If the claim is approved, the Office of the State Comptroller will send you a check. If the claim is denied, DMV's Counsel Office will contact you in writing. Please allow 4 to 6 weeks for the claim to be processed.*