

How to claim in 2 easy steps

Step 1: Please complete the claim form on the following page.

Step 2: Send the form with all necessary documentation via email to claims@brooksbraithwaite.com. To expedite your claim, we recommend sending us all documents electronically.
If submitting via post, please send all documents to Brooks Braithwaite, 4 Bridge Road Business Park, Bridge Road, Haywards Heath, RH16 3TX. Please note any documents submitted by post will not be returned.

Claim checklist

Before sending in your claim form, please ensure the following:

- ☐ You have fully completed all sections on this claim form.
- ☐ You have attached the full itemised invoice(s) and treatment notes from the veterinary practice or therapist.
- ☐ You have included contact details for all vets that the animal has seen prior to coming into your care

Note: We reserve the right to request additional information or original documents for submitted claims. We will advise you if we need this once we receive your claim form.

Tip: Should you not have access to a scanner then we are happy for you to simply take a picture with your mobile phone camera or ask your vet to directly send to us the invoice(s) and supporting document(s) via email. All documents need to be submitted in a legible resolution.

How your claim will be paid

- ▶ If you have elected to pay your premium by direct debit, your benefits will be paid directly into your nominated bank account.
- ▶ If you pay your policy other than by Direct Debit, please add your bank account details in the payment options section on this claim form. If you leave the payment section blank, we may elect to issue a bank cheque.
- ▶ If you want us to pay your vet or animal's owner, please nominate this in the section 'payment options'. Please note, this option is only available, if all parties involved consent to this payment option.

Contact us

If you have any questions about your claim please call us on **0345 982 5499**
(between 9:00 - 17:00 Mon - Fri)
or email us at enquiries@brooksbraithwaite.com

Veterinary Fees Claim Form

BrooksBraithwaite
(Sussex) LTD

Part of the Petcover Group

Claim received on
(Brooks Braithwaite use only):

Please complete the claim form and forward to us with the relevant documents to claims@brooksbraithwaite.com

Section 1. Your details

Policy no. :

Your name:

Business name & address:

Contact no. :

Email address:

VAT Registered? (including flat rate): Yes: ☐ No: ☐

Section 2. Animal details

Animal name:

Owner's name:

Age: Gender: M ☐ F ☐

Owner's address:

Dates in care from and to:

Species: Dog ☐ Cat ☐ Other

Owner's email:

Usual vet practice

Practice Name:

Postcode:

Phone number:

Section 3. About the illness or injury

Condition being claimed for	Date noticed unwell or injured	First date of treatment	Full amount being claimed
<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

Section 4. Payment details and declaration

Payment Please choose ONE of the following:

☐ Payment to you ☐ Payment to owner ☐ Payment to vets

Account holder name:

Sort code:

Account number:

I authorise Brooks Braithwaite (Sussex) Limited to provide the veterinary practice with information about my policy in respect of this claim, the veterinary practice to provide Brooks Braithwaite (Sussex) Limited with all information that may be requested relating to my claim and that Brooks Braithwaite (Sussex) Limited is authorised to contact any other relevant third party directly for any information necessary for processing my claim. I also confirm that I am the policyholder and I have checked the information given on this form and that it is correct to the best of my knowledge.

☐ Please tick here, if you have read and acknowledged the above declaration.

Signature

Date:

Brooks Braithwaite | enquiries@brooksbraithwaite.com | 0345 982 5499

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