



Insurance Claim Checks – Yours, Ours, and Repairs

For Homeowner's.

Why is my insurance claim check payable to both Meridian Trust and me?

Because Meridian Trust loaned the money using your house as collateral. We have similar goals in mind in ensuring that the house is restored back to its preexisting condition.

My homeowner's insurance claim is \$10,000 or less?

If your mortgage payments are current, please mail or drop off the unendorsed check along with the following documents:

- Copy of the letter from the insurance company received with the check
- Insurance Adjuster's Report
- Signed [Certification of Intent to Repair/Homeowner Completed Repairs](#) (see next page)

Upon receipt of all the above documents, we'll endorse and return your check with five business days. If our mortgage payments are not current, please call us at 1-800-726-5644 for assistance in processing your claim.

What if my claim is above \$10,000?

If your mortgage payments are current, please mail or drop off the unendorsed check along with the following documents:

- Copy of the letter from the insurance company received with the check
- Insurance Adjuster's Report
- Copy of Contractor's Estimate & Contract Agreement by a licensed and insured contractor
- Completed and signed by Contractor(s) [Conditional Waiver of Lien](#)
- Signed [Member's Affidavit Repair Certification](#)

The first \$5,000 or 1/3rd (whichever is greater) will be disbursed payable to all borrowers and the contractor to begin the repairs.

The second disbursement will be the second \$5,000 or 50% (whichever is greater) of the 50% of the repairs that have been completed.

The final disbursement will be on the remaining claim funds upon 100% of the repairs are completed.

Where should I send my claim check and documents?

Overnight Delivery:
Meridian Trust
Attn: Loan Servicing
2223 Warren Avenue
Cheyenne, WY 82001

First Class Delivery
Meridian Trust
Attn: Loan Servicing
PO Box 548
Cheyenne, WY 82003

May I go to a local branch?

You may take your claim checks to any Meridian Trust branch along with all the required documents for endorsement if the claim is less than \$10,000. Branch Managers can assist you.

Who can assist me?

Loan Servicing and Branch Managers

Processing for claims may take 3 – 5 business days. There may be times where we will require further due diligence to process claim checks or require an extended checkhold.



Certification of Intent to Repair/Homeowner Completed Repairs

(Completed and Certified by Member/Owner of Collateral)

Loan or Account Number	
Owner(s) of Property	
Member(s) Name if Different from Owner(s) of Property	
Property's Full Address or Vehicle Description	
Name of Insurance Company Issuing Check	
Amount of Insurance Claim Check	\$
Type of Repairs or Loss	
Date of Loss or Damage	

I/We hereby certify that the above reference insurance claim check will be used to repair the damage in a workmanlike manner. No material or labor liens will occur as a result of repairs performed or materials used.

Member/Owner Signature

Date

Member/Owner Signature

Date



Meridian Trust
FEDERAL CREDIT UNION
Conditional Waiver of Lien

Name of Owner(s)	
Property's Full Address	
Name of Contracting Company Providing Materials, construction, alterations, &/or labor for the above referenced property	
Contact Information for Company	
General description of repairs made on property	

The undersigned Owner of Company or Authorized Signer of the Contracting Company hereby agrees to release and/or waive any and all claims of lien of labor and/or materials used in the construction, erection and/or alteration of the building situated on the above referenced property address.

Signed this ____ day of _____, 20__.

By Owner/Authorized Signer of Contracting Company:

Signature: _____

Print Name: _____

Signer's Title: _____

Notary Public Acknowledgement

Notary Public

My Commission Expires:



Meridian Trust Federal Credit Union Member's Affidavit

To be completed by the Member/Owners of Collateral

I/We _____ declare(s)

that the damages which occurred to the premises located at:

Property Address: _____

Have been satisfactorily repaired or will be repaired by Contractor (Name of Company):

And that all bills on the account for labor and materials have been paid or will be paid and that there is no possibility of mechanic's or material's lien.

Member's Signature

Member's Signature

Notary Public Acknowledgement

SIGNED, before me, Notary Public on this _____ day of _____,
20____.

Notary Public

My Commission Expires: