

## **Checklist for Disability Applicants**

Please use this list as a guideline to help you apply for your disability benefit. You may choose to turn in all the information at once, but your application form should be turned filled out with the Pension Secretary so that your case may be opened and documented.

You will need to complete the following:

1. Fill out the disability application form in full.
2. Make sure you have (2) Doctor's Summary forms filled out in full by two licensed physicians (MD's) – forms must be done by doctors with whom you are currently under care and have been seen by within the past 45 days.
3. If this is an on the job injury please include a copy of the Incident Report.
4. Include all medical records pertaining to the incident or illness. Diagnostic films (i.e. MRI, x-rays, CT scans) are only to be provided if our office schedules you for an Independent Medical Exam.

If you have any questions please contact the Pension Office where one of our staff will be available to assist you. Please be patient this is often a lengthy process, however we will endeavor to make this as smooth as possible for you.