

U.S. DEPARTMENT OF AGRICULTURE

**EMPLOYEE CLAIM FOR LOSS OR DAMAGE TO PERSONAL PROPERTY**  
(PUBLIC LAW 88-558; 78 STAT. 767)

*CRIMINAL PENALTY FOR PRESENTING A FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS: Fine of not more than \$10,000 or imprisonment for not more than 5 years or both ( See 62 Stat. 698, 749; 18U.S.C. 287, 1001)*

*CIVIL PENALTY FOR PRESENTING A FRAUDULENT CLAIM: The claimant shall forfeit and pay to the United States the sum of \$2,000 plus double the amount of damages sustained by the United States. (See Revised Statutes Sec. 3490; 31U.S.C. 231.)*

NAME OF CLAIMANT	AGENCY WHERE EMPLOYED AND TITLE OF POSITION	LOCATION (City)		
ADDRESS OF CLAIMANT (Including Zip Code)	LOCATION WHERE LOSS OR DAMAGE OCCURRED	DATE OF LOSS OR DAMAGE	AMOUNT OF CLAIM	
DESCRIPTION OF PROPERTY (Itemized Listing)	DATE ACQUIRED	PURCHASE PRICE OR VALUE	VALUE WHEN LOST OR DAMAGED	ESTIMATED COST OF REPAIR

*Attach supplemental sheet, if necessary*

Claim is for (Check one)	<input type="checkbox"/> LOSS	<input type="checkbox"/> DAMAGE	GIVE BRIEF DESCRIPTION OF CIRCUMSTANCES
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WAS PROPERTY INSURED	If answer is "yes", give name of insurer and itemize the amount collected.
<input type="checkbox"/> YES <input type="checkbox"/> NO	

I make this claim with the full knowledge of the penalties for willfully making a false claim, and certify that I am entitled to any payments

DATE	IF CLAIMANT IS NOT OWNER OF PROPERTY, STATE RELATIONSHIP TO OWNER	SIGNATURE OF CLAIMANT