

# How to Submit a Claim to the NDIRF

## NDIRF Claims

### Complete a Loss Report/ Incident Report.

- Reports are available at [www.ndirf.com>Claims>Reporting a Claim](http://www.ndirf.com>Claims>Reporting a Claim).
- You may also call your local agent to complete a Loss/ Incident Report.

### Submit the report to your local agent.

- Skip this step if your local agent completed the report.

### Submit all pertinent claim documentation to your local agent.

Your local agent will submit the report and pertinent documentation to the NDIRF at [NDIRFclaims@ndirf.com](mailto:NDIRFclaims@ndirf.com).

## ND Fire & Tornado Fund Claims

### NDIRF Members

#### Complete a Loss Report.

- Notice of Loss (SFN9576) report is available at [www.ndirf.com>Member Services>F&T Coverage Forms and Applications](http://www.ndirf.com>Member Services>F&T Coverage Forms and Applications).
- You may also call your local agent to complete a loss report.

#### Submit the report to your local agent.

- Skip this step if your local agent completed the report.

#### Submit all pertinent claim documentation to your local agent.

Your local agent will submit the report and pertinent documentation to the NDIRF at [NDFTclaims@ndirf.com](mailto:NDFTclaims@ndirf.com).

### State Agencies

#### Complete a Loss Report.

- Notice of Loss (SFN9576) form is available at [www.ndirf.com>Member Services>F&T Coverage Forms and Applications](http://www.ndirf.com>Member Services>F&T Coverage Forms and Applications).

Submit the report and pertinent documentation to [NDFTclaims@ndirf.com](mailto:NDFTclaims@ndirf.com).

## State Bonding Fund Claims

### Complete a Notice of Claim.

- Notice of Claim (SFN12199) report is available at [www.ndirf.com>Member Services>ND State Bonding Fund](http://www.ndirf.com>Member Services>ND State Bonding Fund).

Submit completed Notice of Claim report to [BondingFund@ndirf.com](mailto:BondingFund@ndirf.com).

**Be sure you or your agent notes the correct Claim Contact on your initial Loss/Incident Report, Notice of Loss, or Notice of Claim.**

Claims are received and reviewed by the NDIRF's in-house claims team.

- The Claim Contact will be contacted by one of our in-house claims adjusters.

**Thorough completion of the loss report is essential to promptly and accurately initiate your claim.**

If your first loss notice is the service of a Summons and Complaint, attach a copy of it to the report you submit to the NDIRF.

**\*A Summons and Complaint must be responded to within 21 days from the date it's served. Failure to respond within this timeframe may result in judgment being filed.**