

Instructions for Affidavit Completion

Attached you will find the affidavit for the item(s) in dispute, and a copy of the cashed check(s) for your review. Please keep this information together for future reference.

The following information is provided in order to assist claimants when filing affidavits with our financial institutions for check(s) that were determined to have a forged, missing or otherwise incorrect endorsement and were therefore not received or cashed by the intended recipient.

1. Complete a separate affidavit for each disputed item.
2. Each affidavit must be signed.
3. Each affidavit must be stamped and signed by a Notary Public.
4. Submit the *original* signed/notarized form either to Priority Health (preferred) or to the financial institution that issued the disputed check. See addresses below.
5. If you send the original affidavit to the financial institution, also send a copy to Priority Health Accounts Payable.
6. Retain a copy for your records.
7. **For individual items less than (or equal to) \$500**, we'll disperse funds when the affidavit is filed and verified as received by the financial institution. **For individual items greater than \$500**, we'll issue a credit to you only when Priority Health receives credit for the disputed item in our bank account.
8. **It can take 90 days or more for us to receive credit for disputed items.**
9. If you don't send Priority Health a copy of the affidavit, we can't assist in monitoring the status of the submission.

To send to Priority Health

Priority Health
Attn: Accounts Payable MC2305
1231 East Beltline Ave NE
Grand Rapids, MI 49525

For checks drawn on PNC

PNC Bank, N.A.
Without Entry
101 South Fifth Street
Louisville, KY 40202
K1-K201-06-1

For checks drawn on 5/3

UPS: Fifth Third Bank
Domestic Collections Department
MD 1MOCD
5050 Kingsley Drive
Cincinnati, OH 45227

If we receive an affidavit and the above requirements are not met, the forms will be returned to you and processing will be delayed.

Status updates

If you have confirmation that Priority Health/the financial institution received the affidavit and it has been 90 days (or more) since the date of submission, email Priority Health at ph-finance.affidavits@priorityhealth.com and request a status update.