



# Public Administrator

## County of New York

DAHLIA DAMAS, *Commissioner*

*Public Administrator*

JOY A. THOMPSON, *Deputy Commissioner*

*Deputy Public Administrator*

[DATE]

ESTATE OF: [DECEDENT'S NAME]

P.A. FILE #: XX-XXXX

DATE OF DEATH: XX/XX/XX

SOC. SEC. #: XXX-XX-XXXX

RESIDENCE:

[ADDRESS]

[ADDRESS]

[ADDRESS]

Dear Sir/Madam:

Statutory provisions permit, and our Office regulations require, that claims filed against the estate of a decedent shall be itemized and accompanied by a sworn proof of claim. Failure to comply may result in the rejection of all or part of your claim. We ask that you submit your claim with the following documentation:

- 1) A Claim Affidavit (form enclosed), completed and signed before a Notary Public.
- 2) An itemized statement of your claim.
- 3) Proof that all insurance and/or Medicare/Medicaid coverage has been exhausted by supplying the following:
  - a) I.D.# \_\_\_\_\_
  - b) Name of health plan: \_\_\_\_\_
  - c) Copy of insurance statement(s) showing the amount approved or rejected by insurance.  
In cases where there is unexhausted insurance coverage, this Office will be liable for only 20% of the bill.

If we do not receive your verified proof of claim within 30 days of the date of this letter, we will deem you to have no claim against the estate. If you have any questions, please call the undersigned at (212) 788-8XXX.

Very truly yours,

[FILE MANAGER'S NAME] for the  
Public Administrator

(Enclosure)

Public Administrator County of New York  
31 Chambers Street, Suite 311  
New York, New York 10007  
(212) 788-8430 • Fax: (212) 385-0220  
www.nycountypa.com

State of New York, }  
County of New York, } ss. :

being duly sworn, doth depose and says that he resides at .....  
that the estate of..... is indebted to deponent.....  
in the sum of..... dollars  
as specified in the annexed account; that the said sum is now justly due to this deponent.....  
.....that no payment has been made thereon, and that there are no offsets against the same to  
the knowledge of this deponent, and the same is not secured by judgment or mortgage upon or expressly  
charged on the real estate of the deceased or any part thereof; and that no note has been given for the same.

Sworn to before me, this..... }  
day of.....201 }  
.....

.....Notary Public, New York County.