



## **Instructions for completion and presentation of Tort claim**

### **RCW 4.96**

1. Complete the Tort claim form maintained at office of registered agent as recorded at office County Auditor.  
Registered Agent: District Manager  
Office Location: 125 South 13<sup>th</sup> Street – Sunnyside, WA 98944  
Business Hours: 7:30 A.M. – 4:30 P.M.
2. Tort claim form must be typed or printed clearly in ink.
3. Provide all requested information and any available documents supporting your claim.
4. If the requested information cannot be supplied in the space provided, please us additional blank sheets so your claim can be easily read and understood.
5. Sign by authorized party and have notarized.
6. Present properly completed and signed Tort claim form in one of the following manners:
  - A. Personal delivery to registered agent or authorized person in office of the registered agent during above business hours.
  - B. Deliver by registered mail to registered agent.
  - C. Deliver by certified mail (with return receipt) to registered agent.