

**The instructions below provide a recommended claim filing procedure for Missouri funeral providers. Funeral providers from any state may utilize the procedures below or opt to use methods suitable to their circumstances. These procedures are not mandatory.**

Providers of funeral services or merchandise in Missouri shall be required to fill out only one claim form for all claims they may have against the Receivership. Said providers, however, shall break down their claims into two categories:

1. Liquidated Claims. For those claims where the provider has already provided the goods or services called for in a contract, the provider shall set out what, under its contract with NPS, the provider claims it should have received if the contract with NPS had been fulfilled less any amount received from any State Insurance Guaranty Association pursuant to the terms of the Liquidation Order. The provider shall document such claims by providing the name of the beneficiary, the contract number, and the amount claimed.
2. Unliquidated Claims. For those claims where the provider is or may be contractually obligated to provide funeral goods and services but where said goods and services have not yet been provided, the provider shall calculate its claims by estimating what the provider would have been entitled to under its contract with NPS less its estimate for what it may receive from any State Insurance Guaranty Association pursuant to the terms of the Liquidation Order. The provider shall document such claims by providing the name of the beneficiary, the contract number, the face value of the contract and the amount estimated that the provider would be entitled to receive under its contract with NPS less the amount the provider estimates it will receive from any State Insurance Guaranty Association. Providers shall list all claims for funeral services and merchandise that, at the time of the filing, it believes it is or might be obligated to provide even if such obligation is in dispute or has not yet been finally determined.
3. The SDR reserves the right to review and adjudicate all proofs of claim forms pursuant to applicable law.