

# Instructions for Completing the Request For Lump Sum Payment

Please read all pages

This form is “**fillable**.” That means you can type the information onto the form from your computer and print the form. You will ***not*** be able to save the form onto your computer’s hard drive.

When you open the form, click in the “Claimant” box (field), complete the information, and use the tab key to navigate to the next field. Do not use the **Enter** key; pressing the **Enter** key will only page down. Each field has been *limited*. This means that you ***cannot*** continue to type information into a field if it doesn’t fit into the space provided.

Use numbers ***only*** to fill in the fields for phone number and dollar amounts. Do not use dashes, parentheses or dollar signs; when you tab out of the field, it will fill in automatically. If a dollar amount contains cents, **do** type the period. To fill in a **check box**, click inside the box with your mouse.

To clear or delete all the information you have typed onto the form, click on the red “**Clear Entire Form**” button. To clear all information on a single page, click on the red “**Clear This Page**” button. To change the information in one field, use the backspace or delete key.





