

Proof of Claim Form General Instructions

1	<u>If you do NOT have a claim against Paramount, no action is required by you. If you do have a claim, complete the Proof of Claim Form as detailed in the instructions below.</u>
2	The Proof of Claim form must be legibly printed in ink and you or an authorized representative must sign the form. Do not file a Proof of Claim unless you are aware of a specific claim and can factually support it. If you do not have a claim at this time, you should keep the Proof of Claim form and submit it prior to the Claims Filing Deadline, together with supporting documentation, should you become aware of a claim. IF YOU FAIL TO ADEQUATELY DESCRIBE AND DOCUMENT YOUR CLAIM, YOUR PROOF OF CLAIM MAY BE REJECTED OR DENIED.
3	The Proof of Claim form must have all items completed and questions answered. If an item is not applicable, indicate so by writing "N/A" in the blank. Your Proof of Claim may be returned to you if any items are left blank and if such items are not provided before the filing deadline, your claim will be disallowed. Please review the entire form for completion prior to mailing. If you need additional space to fully answer any question, do so on a separate sheet of paper and attach it to your Proof of Claim form.
4	You must attach documents or evidence supporting your loss to the Proof of Claim form. Examples of necessary evidence include contracts, invoices, receipts, etc. FAILURE TO PROVIDE SUFFICIENT DOCUMENTS OR EVIDENCE SUPPORTING YOUR CLAIM MAY RESULT IN DENIAL OF YOUR CLAIM.
5	You have an ongoing duty to supplement your Proof of Claim form with supporting documentation as additional information is received. This requirement includes notice of any change of address or other contact information. The Receiver recommends that you keep a copy of the completed Proof of Claim for your records. You may not submit your claim by email or fax. You may only submit your claim by USPS or a nationally recognized courier such as UPS, FedEx or DHL.
6	All Proof of Claim forms sent by first-class or certified mail must be postmarked no later than December 31, 2019.
7	<u>If the Maryland or District of Columbia Guaranty Fund paid your claim, they were required by statute to deduct \$100 from your claim payment. You must file this form with the Receiver to establish a claim for that \$100 deductible in the estate of Paramount.</u> You should enter \$100.00 as the amount claimed on the front of the form and on the back of the form under "Type of Claim" you would choose "Policy" if you are an insured of Paramount or "Third-Party Liability" if your claim was against someone who was insured with Paramount. If your claim was not paid by the Maryland or District of Columbia because it was for less than \$100, you should also file this form with the Receiver to establish a claim.
8	AGENTS/BROKERS: Agents and Brokers must file this Proof of Claim form on or before the filing deadline in order to establish a claim for unpaid commissions. You must include any documentation supporting your claim.
9	MEDICAL CLAIMS: You must submit this form to make a claim for any unpaid Paramount medical claims along with either UB04 or HCFA 1500 forms as you normally would on or before the claims filing deadline of December 31, 2019.
10	Subrogation and other Master Claims: If you are filing a claim that includes multiple claims or invoices for different policyholder or claimants you will need to complete one Proof of Claim form summarizing the total of the entire amount claimed and an itemization of each claim you are presenting. A sample template is available on the Paramount website (https://www.paramountinsurancemd.com). Claims submitted in a format other than what is specified may delay evaluation of your claim, result in the rejection of your claim in its entirety and/or require an offset against your claim for any administrative costs incurred.

Certified Mail: It is recommended that you return the Proof of Claim Form to the Receiver using Certified Mail, return receipt requested, to prove delivery. To be considered timely, your Proof of Claim form must be properly completed and mailed and postmarked (if sent by first-class mail or certified mail) or received (if sent by national-recognized courier or hand delivery) no later than December 31, 2019. Once you have completed and signed the Proof of Claim Form (and the W-9 Form, if applicable), make a copy for your records and return the forms with all supporting documentation to the following address: **Risk & Regulatory Consulting, LLC as Receiver for Paramount Insurance Company, 2520 Lord Baltimore Drive, Suite H, Baltimore, MD 21244.**

Contact Information:

Email: Paramount@riskreg.com
 Outside of Baltimore: (240) 533-3001

Telephone: Inside Baltimore: (410) 944-6882
 Website: <http://www.paramountinsurancemd.com/>

After all claims against the company are evaluated and approved by the Court, claims will be paid based on available funds. The amount of payment will depend on the percentage of assets to total claims, as well as the priority class of your claim. The Receiver will not know the percentage that can be paid on any individual claim until all claims are evaluated and assets converted to cash. This process may take a number of years after the deadline for filing claims has passed.