

**Instructions for Filling Out  
Small Claim or Sewer Backup Reimbursement Claim Forms**

- 1) This is a claim form and not for filing a complaint against a City of Lincolnton department.
- 2) There are three ways to submit this form:
  - a) Fill the form out online by clicking in the box and typing the requested information then clicking the submit button.
  - b) Print the form out and fill in all requested information and fax the form to:  
704-736-8999  
Attn: Risk Management  
  
Small Claims Download Here  
  
Sewer Backup Reimbursement Download Here
  - c) Mail the completed form along with any additional attachments to:  
Risk Management  
PO Box 617  
Lincolnton, NC 28093
- 3) Please fill out all information that relates to your claim.
- 4) If submitting the form online, please note that the email is not monitored for correspondence.
- 5) If you have any questions regarding this form or your claim, please contact the Risk Management department at 704-736-8990.