

APPLYING FOR A SICKNESS BENEFIT?

FOLLOW THIS COMPLETE CHECKLIST



SOCIAL SECURITY BOARD

REQUIRED DOCUMENTS:

1 SICKNESS BENEFIT CLAIM (SB1 FORM)

- Front Page - Completed by Claimant
- Back Page - Medical section completed by the Doctor

2 SALARIES RECORD (SM2 SB FORM)

- Completed by Employer/HR representative

3 PROOF OF BANKING INFORMATION

- Account book, bank statement or online banking

Persons who have already submitted their bank account information to SSB, do not need to provide unless their bank or account information has changed.



DEADLINE:

- **14 days** from first day of illness
- A late note explaining the reason for the delay is required when the claim is not submitted within the deadline.



HOW TO SUBMIT:

1 EMAIL:

- Scan or take a clear photo of the complete claim package (*sickness claim form, salaries record & proof of banking*) and email to claims@socialsecurity.org.bz
- Subject Line: **Full Name & Benefit Type**
- Upon submitting, claimants are sent an email acknowledging receipt of the claim. Ensure to check your junk/spam folders.

2 DROPBOX SERVICE:

- Drop off the complete claim package into the Dropbox slot located at the nearest Branch Office.



INCOMPLETE CLAIMS



- Claims will be returned if the complete claim package (*sickness claim form, salaries record & proof of banking*) is not submitted within the required deadline and will result in delay of the processing time and payment of the benefit.



ALL FORMS AVAILABLE ON THE SSB WEBSITE:
WWW.SOCIALSECURITY.ORG.BZ