**PIP Subrogation Waiver Request:**

Step 1: Identify which Insurance company you will be sending the PIP Subrogation waiver to.

Edit the following highlighted information:

* Date
* 1P Insurance Company
* Client name, D.O.L., and claim number.



Step 2: Edit the following highlighted information.

* insurance company (two places)
* Final 3P settlement offer amount.
* client’s name



Step 3: Insert the correct law firm expense amount. (This amount is usually the sum of the expenses folder, if there are no expenses assume it is $200).

You will then also note if there are outstanding balances in medical expenses or not, and whether the client has a wage loss claim. (if they do you will note the total amount).



If client does have outstanding medical expenses and if there is wage loss to claim, it should be inputted as follows:



Step 4: On the last page of the PIP Subrogation Waiver, you will have to change the name to the correct insurance company as well. Like shown below:



The final step will be to change the email address at the very bottom of the page, this should be your email address in case they need to contact you by email.



You will then email or fax the PDF document:

If you are emailing, attach the document to the email. The following is an example of how you should address the adjuster when emailing the PIP Subrogation Waiver:



Note: You will need to follow up with the Subrogation Department of the 1P Insurance company seven days after you have sent the waiver. You will need to continue to follow up by email and phone until you receive a response.