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**City Reimbursement Claims Form – How to Instructions**

**Three Important Reminders:**

* Claims must be within the last 90 days
* The claims form must be complete with appropriate documentation as needed.
* The requested reimbursement for the service(s) provided must have been provided to an Ames resident. Documentation is necessary. You may use the [ASSET Address tool](https://cityofamesgis.maps.arcgis.com/apps/ZoneLookup/index.html?appid=7a8083ccb4c1421e9183d2dbe3ffcc3a) to determine if a service provided is within Ames.

**Claims Reimbursement Process**

1. Complete the [City ASSET Reimbursement Claims Form](https://www.storycountyasset.org/documents/filelibrary/forms/2025_forms/City_ASSET_Remibursement_Claims_For_3FFFFD741F43C.xls) and fill in all necessary information.
2. Provide additional documentation if needed per the claims form instruction.
3. Email the claims form and documentation to asset@cityofames.org
4. Track your reimbursement claims to ensure you know your balance.

*Questions? Email* *asset@cityofames.org*