



# GE Request for Emergency Aid

PHONE: 1-800-524-8964 FAX: 1-518-514-1389 EMAIL: [Benefit.Forms@ge.com](mailto:Benefit.Forms@ge.com)

When responding by email, please attach form and supporting documents in PDF format.

Please select application type:  PERSONAL EMERGENCY  NATURAL DISASTER

### Part 1: To be completed by Applicant

**Note:** This is a written request for approval that must be submitted to and approved by the Plan Administrator who, in its sole discretion, determines eligibility for benefits. Please print clearly.

Name: \_\_\_\_\_ Employee Single Sign On (SSO): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home or Cell Number: \_\_\_\_\_ Work Number: \_\_\_\_\_ GE Business & Location: \_\_\_\_\_

For confirmation of application receipt, please provide your email address \_\_\_\_\_

**Employee Certification** I certify that all information on this application is true and correct. I understand that if I submit false information, I waive my rights to any funds under this program; give the Company the right to recoup any funds paid out based on the false application; and subject myself to discipline up to and including discharge.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part 2 – Explanation of Need

I hereby apply for Emergency Aid from the Company in the amount of \$ \_\_\_\_\_ to help me meet the following unexpected circumstances:

- Personal Emergency** (Grant – Maximum \$1,000)  
If this is for death or illness; how are you related to the impacted person? \_\_\_\_\_  
*\*IRS guidelines determine the tax liability of these grants. If your grant is determined to be taxable, GE will pay these taxes on your behalf by increasing your grant and issuing the appropriate net payment for the approved grant amount.*
- Natural Disaster\*** (Grant – up to a Maximum \$5,000)  
*\*Available only if disaster is declared a Federal, State, or County disaster.*  
*\*This is a two step process: Initial payment of up to \$1,000 available based upon signed application. Receipts must be submitted within 90 days. Secondary payment of up to \$4,000 available after submission of Insurance and FEMA documents to support grant application.*

If you are you claiming damage to a residence, do you rent or own?  I rent the residence.  I own the residence.  
Leave blank if you are not claiming damage to a residence.

Describe the Emergency Event and your financial loss: \_\_\_\_\_

You must provide supporting documentation, such as fire reports, estimates/paid receipts (paid receipts are required for tree removal), insurance claims, repair bills, etc. Eviction notice must contain the landlord's signature and telephone number.

**\* Once application is approved, please allow up to three business days to receive your grant aid by direct deposit; 5-7 days for paper check.  
\* If you have an existing direct deposit account on file with payroll, your grant will be deposited into that account.**

- Check this box **only** if you do not have an existing direct deposit account on file with GE Payroll, or if you have a specific need to receive your aid in the form of a check. This may delay the receipt of your aid.

### Part 3 – Business HR or Manager Approval

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

SSO ID: \_\_\_\_\_ Business Name: \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_