

AUTOMOBILE CLAIMS:

Report automobile claims to us immediately. A delay in reporting could result in a lawsuit.

The following information should be provided:

- 1) Insured driver's name
- 2) Date and location of the accident
- 3) Description of the accident
- 4) Insured vehicle information: make, model, serial number and description of damage.
- 5) Location of insured vehicle is disabled.
- 6) Owner and driver information of other vehicle(s) involved in the accident.
- 7) Description of other vehicle(s) involved in the accident, including, description of damage.
- 8) Information on persons injured (if any)
- 9) Name, address, phone number of witness(s) (if any)
- 10) Name and phone number of person to contact.

DO NOT ACCEPT RESPONSIBILITY FOR DAMAGE.

DO NOT MAKE PAYMENTS TO THE CLAIMANTS.

Disabled vehicles may be towed to a repair shop of choice to prepare an estimate. However, do not have repairs started until authorized by the adjuster from the insurance company.

The claimant should hear from an adjuster within 10 days. If the claimant contacts you about the claim, refer them to us.

Cooperate with the insurance company adjuster in supplying routine information.