

GENERAL , EXCESS & MANAGEMENT LIABILITY CLAIMS

Reporting of Claims

All claims should be reported directly to your agent's office as soon as possible. If death, severe injuries or extensive property damages have occurred, please advise your agent to notify us immediately. In the event of an after-hours emergency or if you are unable to reach your agent, please contact our office at 800.233.1957 for assistance.

To process your organization's claim, please provide the following information:

- a. Your organization's name, as it appears on your insurance policy.
- b. The name and daytime telephone number of the individual who has authority and responsibility to work with us concerning the claim.
- c. The date, time and location of the occurrence.
- d. A detailed description of how the loss occurred.
- e. All available information on the claimant(s), including an address and telephone number and information concerning who was injured or the property which was damaged.

In the event a suit is filed against you, contact your agent immediately, provide copies of the suit papers and all pertinent information regarding the incident. Also, advise your local agent of the date the suit was received. This is especially important as a response is required to be filed within a certain number of days.

