



## Tips On Reporting A Claim

Speed up the claims process by having the following information available at the time you call to report your claim.

- Your policy number.
- Date, time, and location of the accident/loss.
- Name of the fire or police department and the report number.
- Information on all parties involved:
  - ◊ Name, address, phone number, drivers license number (including the state), date of birth, owner of the vehicle, and insurance information (company and policy number).
- Information on the other vehicle(s) involved:
  - ◊ license plate number (including the state); year, make, model and color of all vehicles; and the number of passengers in each vehicle.
- Description of the accident/loss.
- The current location of your vehicle and whether it is drivable.
- Contact information for anyone who may have been involved, such as pedestrian(s) and witness(es).
- Description of the damage sustained by all vehicles – please be as detailed as possible.
- Were there any injuries?
- Was there damage to any property?