



If you have suffered an automobile accident:

Protect yourself, your vehicle and any other property from further damage as best you can.

Call the police as soon as possible if someone is injured, if your vehicle is stolen, or if there is extensive damage to vehicles or property.

Do not admit liability until you have had an opportunity to discuss the claim with your insurance company.

Attached is a sample of information needed to report an automobile loss to your insurance carrier.

SAMPLE INFORMATION NEEDED TO REPORT AN AUTOMOBILE CLAIM

ACCOUNT INFORMATION

Insured Name

Policy Number

Contact Information – Name, Phone Number, Best time to Contact

LOSS INFORMATION

Date and Time of Loss

Address Where Loss Occurred

Full Description of Loss

VEHICLE INFORMATION (for all vehicles involved)

Year, make, model, VIN#, plate state & number

Driver name, address, phone number, relationship to insured, date of birth, driver license state and number.

Was the vehicle used with permission? Y N

Description of vehicle damage

Is the vehicle drivable? Y N

Did any air bags deploy? Y N

Other insurance carrier name and policy number.

Do you have a written estimate or repair bill for the damages? Y N

INJURED INFORMATION (for all injured parties)

Name, address and phone number (home, business and mobile)

Relationship (driver, member of household, guest, pedestrian)

Date of birth and gender

Description of injury

Medical facility if treatment received.

AUTHORITIES INVOLVED

Include Name, Report or Case Number, County and Any Violations or Citations

ADDITIONAL COMMENTS