

REPORTING COMMERCIAL AUTO CLAIMS



TIPS FOR QUICK AND ACCURATE AUTO CLAIM OUTCOMES.

As soon as possible, contact your employer so they can open the claim with The Hartford's claim center.

EMPLOYER

To help ensure your employees know what steps to take following an auto accident, consider keeping a copy of these tips in every company car.

EMPLOYEE

If you're involved in an on-the-job auto accident, consider the tips below to help manage the situation. And, if possible, fill out the information form on the back page to help your employer process the insurance claim.

1. If someone is injured, call 911 immediately. Otherwise, call the police or fire department to report your accident.
2. Take steps to prevent further accidents and injuries. If permissible, and the police or fire department suggest so, move your vehicle to the side of the road or other safe place.
3. Do not leave the scene of the accident until it is appropriate to do so.
4. At the accident scene, limit your discussions of specifics of the accident to those with a "need to know," such as the police, fire or other emergency personnel.
5. Exchange your name, insurance company, policy number and vehicle's license plate number with the other driver(s).
6. If safe to do so, consider taking photos of the accident scene and vehicles.
7. As soon as possible, contact your employer so they can open the claim with The Hartford's claim center.
8. Consider using our Auto Repair Shop Network with a lifetime workmanship guarantee. Ask your Claims representative or visit [THEHARTFORD.COM/AUTOREPAIRSHOPS](https://www.thehartford.com/autorepairshops) to find a local network auto repair shop. As always, you may select the shop of your choice.

Takeing Photo's is very important!

Contact Mark Phillips at his office or cell with the information requested below so he can open the claim.

Prepare. Protect. Prevail.®



REPORTING COMMERCIAL AUTO CLAIMS

Call Mark Phillips @ 570-585-7800 or 570-498-8554 and email at: mark@familyflowers.com this form as well as any photos so he can open the claim.

Date: _____ Time: _____ AM/PM

Address: _____

DRIVERS & VEHICLES

Your Vehicle

Driver: _____

Address: _____

CITY STATE ZIP

Driver License No: _____

Daytime Telephone No: _____

Cellular Telephone No: _____

Email Address: _____

Make of Vehicle: _____ Yr _____

Model: _____

Vehicle Owner: _____

Address: _____

CITY STATE ZIP

Daytime Telephone No: _____

Email Address: _____

Passenger(s): _____

Address: _____

CITY STATE ZIP

Other Vehicle

Driver Name: _____

Address: _____

CITY STATE ZIP

Driver License No: _____

Daytime Telephone No: _____

Cellular Telephone No: _____

Email Address: _____

Make of Vehicle: _____ Yr _____

Model: _____

License Plate No: _____ STATE _____

Vehicle Owner (if different than driver): _____

Address: _____

CITY STATE ZIP

Daytime Telephone No: _____

Email Address: _____

Insurance Carrier: _____

Policy Number: _____

Passenger(s): _____

CITY STATE ZIP

Daytime Telephone No: _____

Cellular Telephone No: _____

Passenger(s): _____

Address: _____

CITY STATE ZIP

Daytime Telephone No: _____

Cellular Telephone No: _____

LOCATION & DESCRIPTION OF ACCIDENT

Street: _____ Intersecting with: _____

CITY STATE

Light Conditions (Check one):

Daylight Dusk Dawn Dark

Weather: Rain Snow Clear Fog

Road Surface: Dry Wet Snow Ice

Highway: Divided Undivided

Number of lanes: _____

Posted speed limit: _____

Your speed: _____

Other vehicle speed: _____

Location of damage to your vehicle: _____

Towed? Yes No Location: _____

Description of Accident: _____

Police Department

Investigating Officer: _____

Badge No: _____ Report Number: _____

Citations: _____

Witnesses

Name: _____

Address: _____

CITY STATE ZIP

Daytime Telephone No: _____

Cellular Telephone No: _____

Persons Injured

Driver of your vehicle: Yes No

Passenger(s) in your vehicle: Yes No

Driver of other vehicle: Yes No

Passenger(s) in other vehicle: Yes No

To report an auto claim, call The Hartford's Customer Care Team at **1-800-327-3636**.



These tips are intended as general guidance. You should always use your judgment given the circumstances. By providing these tips The Hartford assumes no responsibility for your actions or omissions in connection with responding to an accident.

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