



CLAIMS  
DIRECT ACCESS  
INCIDENT FORMS

24 HOUR CLAIMS LINE 877.243.8182

# ACTION PLAN FOR INCIDENTS

1. Call the Police

2. Do Not Admit Fault

3. Take 360° Video and Pictures

4. Fill out Attached Incident Forms

5. Call Us Immediately 877.243.8182





# INCIDENT REPORTING FORM

## General Information

Insured (Policy Holder): \_\_\_\_\_ Policy Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone number: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

## Loss Information

Date of Accident: \_\_\_\_\_ Time of Day: \_\_\_\_\_ ☐ AM or ☐ PM

Address of Accident (include city and state): Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Passenger(s): ☐ Yes or ☐ No (Please note name and contact information on additional page)

Injuries: ☐ Yes or ☐ No (Please note name and contact information on additional page)

Police or Fire Department to which you reported: \_\_\_\_\_

Report, Case or File Number: \_\_\_\_\_ (Enclose a copy if available)

Violations or Citations issued: \_\_\_\_\_

## Property Damage to the Insured's Vehicle

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Body Type: \_\_\_\_\_

Vehicle Identification Number (VIN): \_\_\_\_\_ Cab No. \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Phone Number: (     ) \_\_\_\_\_

Driver's Address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Purpose of Vehicle Use: \_\_\_\_\_ Used with Permission? ☐ Yes ☐ No

Describe Damage: \_\_\_\_\_

Where is the vehicle now? \_\_\_\_\_

## Other Vehicle Information

Owner's Name: \_\_\_\_\_ Phone Number: (     ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Body Type: \_\_\_\_\_

Vehicle Identification Number (VIN): \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_

Driver's Name (if different from owner): \_\_\_\_\_

Driver's Phone Number: (     ) \_\_\_\_\_ License No. \_\_\_\_\_

Damage/Estimate: \_\_\_\_\_

Details of Damage: \_\_\_\_\_

1. Names of Witnesses or Passengers and their remarks. (Use reverse side if necessary).

Passenger/Witness #1: \_\_\_\_\_ Telephone Number: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

Remarks: \_\_\_\_\_

Passenger/Witness #2: \_\_\_\_\_ Telephone Number: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

Remarks: \_\_\_\_\_

2. Injured.

1) Name: \_\_\_\_\_ Telephone Number: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

Description of Injury: \_\_\_\_\_

2) Name: \_\_\_\_\_ Telephone Number: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

Description of Injury: \_\_\_\_\_

Description of Accident (Drivers Statement): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
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# WITNESS STATEMENT FORM

Our insurance company asks us to collect witness statements pertaining to accidents so they may determine how these accidents occur. Please provide the information requested below as completely as possible. Thank you for your assistance in this very important matter.

**Name of Insured:** \_\_\_\_\_ **Policy No.** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

1. Please describe events leading up to the accident.

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2. Please describe the accident

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3. Describe what happened after the accident took place.

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4. Can you think of any way this type of accident could be avoided in the future?

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5. Were sufficient warnings, instructions, and information provided?

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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5. Were sufficient warnings, instructions, and information provided?

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_