

Incident Report Form 2015 - 2016

To Report an AUTOMOBILE Claim 24/7 Call 1-855-807-3262

All other claims call 800-228-6108

Property / Liability / Auto / Crime

Parish/School: (Name & Complete Mailing Address)		Phone:	
		Fax:	
		E-mail:	
Contact:		Title:	
Date/Time of Incident:		Specific Location:	
Injured Party: Name/Address/Age: (include parent or guardian name if a minor)			
Phone Number:		Alternate Number:	
Injured Party: Parishioner <input type="checkbox"/> Volunteer <input type="checkbox"/> Vendor <input type="checkbox"/> General Public <input type="checkbox"/> Other <input type="checkbox"/> Please check the most applicable description as it relates to the incident.			
Medical or First Aid Offered? Yes <input type="checkbox"/> No <input type="checkbox"/>	Accepted or Refused		Transported by Ambulance:
Description of Accident or Damage:			
Were Photographs Taken? – Suggested for property losses over \$5,000, vehicle accidents and liability claims that may have premises factors involved:			
Public Authority Contacted: Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Authority:		Incident Report Number:
Auto Claim Information:	Vehicle Involved - Year:		Make/Model:
Witnesses: Name/Address/Phone:			
Additional Comments/Information: (If additional space is required, please use reverse side or an additional page)			
Date:	Completed By:		
Please complete and report immediately with as much information as available at the time of loss. Submit this report directly to Kathy Mussman, Katie Cox, Linda Loney at Catholic Mutual Group. Preference for submission: E-mail: kmussman@catholicmutual.org & kcox@catholicmutual.org & Lloney@catholicmutual.org or fax: 402-551-9138 or Auto 1-855-807-3262, All Other: 800-228-6108 Also submit a copy to Aon Risk Solutions: Laura Erdmann: laura.erdmann@aon.com or fax 920-431-6352. RETAIN A COPY IN YOUR PERMANENT FILE			

Incident Report Form – July 1, 2015 to July 1, 2016

Prepared expressly for St. Joseph Real Estate Services Corporation - Serving the affiliates of the Diocese of Green Bay
Aon Risk Solutions June 4, 2015

