

## INCIDENT REPORT INSTRUCTIONS

### Whenever an Accident Occurs:

An incident report must be completed immediately and mailed to the address shown below. This holds true whether the person involved is a participant or a spectator, or whether or not you feel the incident will result in a claim.

Although you may not have sufficient information to answer all the questions, it is important that the form be completed as fully as possible. Do not delay sending in the report form; an incomplete form is better than none at all. Always include your name and daytime telephone number where indicated on the form.

The form contains sections to capture information regarding injury to persons, damage to property, and accidents involving autos.

If you have any questions regarding completion of the form, please call American Specialty Insurance Services at 1-800-245-2744.

Mail the completed report to: [Updated 8/5/16 —MSK]

American Specialty Insurance Services, Inc.

ATTN: Claims Department

~~142 N. Main Street, P.O. Box 309~~

7609 West Jefferson Blvd

~~Reynolds, IN 46783-0309~~

Fort Wayne, IN 46804

Phone:(800) 566-7941 Fax:(219) 672-8835

**In case of serious injury, immediately** notify American Specialty by calling 1-800-566-7941 (if after hours, follow the instructions for emergency claims reporting). This number is answered 24 hours a day, 365 days a year. It is important that you contact this claim line as soon as possible after a serious injury involving a participant or spectator.



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