

By providing us with as much of this information on your initial notice as you can, you help us better serve you. If you do not know a requested item, leave it blank - DO NOT DELAY REPORTING TO COMPLETE UNKNOWN INFORMATION. We have included many questions which may not apply to your claim or for which you will not have the information. We list these questions so that if you or your employees are in a accident, they will know the questions they should be asking. The most important goal is to report the accident, claim or suit promptly.

Claim Identification Information

Company

Insurance company name
Policy number

Insured

Name of insured (as shown on policy)
Telephone number of insured

Whom should claims investigator contact about this report

Name
Address
Phone number
When to contact

Person making this report (If other than contact person)

Name
Phone number

Details of Loss

Loss resulting from accident

Location of accident (street(s), city and state)
Date and time of accident
Was this loss previously reported
Has suit been filed (If suit has been filed, it is CRITICAL that suit papers IMMEDIATELY be faxed to CAROLINA INSURANCE CO -- 336.721-1667)
Name of police authority contacted
Any citations issued and to whom

Description of accident

Persons Injured
Names of persons injured in accident
Addresses of those persons
Phone numbers of those persons
For each person listed, was that person a pedestrian, driver or passenger in insured vehicle, driver or passenger of claimant vehicle, passenger of claimant vehicle or other
Extent of injuries of each person listed

Insured vehicle in accident

Year, make and model

Vehicle Identification Number (VIN)

Drivers name

Drivers address and phone number

Where is insurers vehicle now

Describe damage to insured vehicle

Other vehicles in accident (if any)

Describe year, make and model of other vehicles

Name of drivers of other vehicles

Names of insurers of other vehicles

Describe damage to other vehicles

Witnesses not listed above

Name(s)

Address(s)

Phone numbers(s) where can be contacted

Other remarks