

# OHIO TOWNSHIP ASSOCIATION RISK MANAGEMENT AUTHORITY

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## CLAIM REPORTING INSTRUCTIONS

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TO REPORT A CLAIM - FOLLOW THESE INSTRUCTIONS

For Your:

- ◆ General Liability Coverage
- ◆ Automobile Liability Coverage
- ◆ Law Enforcement Liability Coverage
- ◆ Public Officials Liability Coverage
- ◆ Automobile Physical Damage Coverage
- ◆ Property Coverage
- ◆ Boiler & Machinery Coverage

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### IMMEDIATELY REPORT ALL LAWSUITS AND CLAIMS TO:

#### **PUBLIC ENTITY RISK SERVICES OF OHIO (PERSO)**

6500 Taylor Road  
Blacklick, Ohio 43004

Telephone: (866) 907-3776 or (614) 729-1600

Fax: (614) 729-6046

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### IF LAWSUIT OR CLAIM IS RECEIVED:

- ◆ Do **NOT** assume or admit responsibility.
- ◆ Do **NOT** reveal your coverage limits of liability.
- ◆ Document your file with reports of all employees/officials involved.
- ◆ Make **NO** statement to anyone except your legal counsel or OTARMA Representative.

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### BE PREPARED TO INCLUDE WITH YOUR REPORT:

- ◆ Your certificate number
- ◆ Member name
- ◆ Member address
- ◆ Name of department involved
- ◆ Name and phone number of official to be contacted
- ◆ The official summons and notice of claim

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**KEEP THIS FORM WITH YOUR COVERAGE CERTIFICATE**

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