

**CLAIM REPORTING FORM**

County: \_\_\_\_\_ Department: \_\_\_\_\_  
Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**OTHER THAN AUTO ACCIDENT**

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Home Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_  
Home Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alt Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Date of Loss: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Loss: \_\_\_\_:\_\_\_\_ am/pm Location of Accident: \_\_\_\_\_  
Description of Accident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTO ACCIDENT**

Involving  County owned  Non-County owned  
Name of County Driver: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_  
Home Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alt Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Date of Loss: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Loss: \_\_\_\_:\_\_\_\_ am/pm County Vehicle Tag No.: \_\_\_\_\_  
Description of County Vehicle Involved: Year \_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
Description of 2<sup>nd</sup> Vehicle:  Cty  Other Year \_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
Description of Accident/Damages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY DAMAGE (Not Auto Related)**

Description of Property: \_\_\_\_\_ Description of Damage: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_  
Location of Property (for inspection): \_\_\_\_\_

**INJURY (Non-County Employees)**

Name: _____	Name: _____
Home Address: _____	Home Address: _____
City/St/Zip: _____	City/St/Zip: _____
Description of Injury: _____	Description of Injury: _____
Injured person taken to doctor/hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No	Injured person taken to doctor/hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, where?: _____	If yes, where?: _____
Name: _____	Name: _____
Home Address: _____	Home Address: _____
City/St/Zip: _____	City/St/Zip: _____
Description of Injury: _____	Description of Injury: _____
Injured person taken to doctor/hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No	Injured person taken to doctor/hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, where?: _____	If yes, where?: _____

**WITNESS OR PASSENGER**

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alt Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Person completing this form: \_\_\_\_\_ Date Completed: \_\_\_\_\_