



Claim Information Assistance Form

About this form:

- (1.) We created this form to assist you in completing a claim. It is not an actual claim form, but a helpful resource to assist you during the claim process.
- (2.) This is a general form that can be used to gather information for any claim. Some parts may not be applicable in all instances.
- (3.) Since this is a tool to help you gather information, do not feel as if you need all the information up front. The more information collected at the beginning, though, can help you during the claim process.

Your name: _____ Today's Date: _____

Date of incident: _____ Place of incident: _____

Description of incident: _____

Witness name, phone number #1: _____

Witness name, phone number #2: _____

Witness name, phone number #3: _____

Name, insurance company, policy number of other involved #1 (driver, homeowner, etc):

Name, insurance company, policy number of other involved #2 (driver, homeowner, etc):

Name, insurance company, policy number of other involved #3 (driver, homeowner, etc):

Responding police officer name, badge number: _____

Ticket/citation issued to you? (Y/N) Locality of ticket issuer/Ticket number: _____

Towing company name, phone number: _____

If safe, take photographs of the incident (multiple angles recommended). Photos taken? Y / N

Stay calm, we are here to help.