

NOTICE OF INSURANCE LOSS

Send to: Engle-Hambright & Davies, Inc. 1857 William Penn Way Lancaster, PA 17601	SUSQUEHANNA CONFERENCE OF THE UNITED METHODIST CHURCH	
SECTION I	Church ID:	
Name of Church:	Phone Number:	
Address:		
Pastor's Name:	Phone Number:	
SECTION II		
Date of Loss:	Time of Loss:	
Description of Loss:		
SECTION III – PROPERTY		
Describe Damage:		
Estimate Amount:		
SECTION IV – GENERAL LIABILITY		
Claimant Name:	Age:	Phone Number:
Address:		
Injury/Damage:		
Member of Church?		
NOTE: ALL ALLEGED SEXUAL MISCONDUCT INCIDENTS MUST BE IMMEDIATELY REPORTED TO YOUR DISTRICT SUPERINTENDENT'S OFFICE		

Submitted by: _____ Title: _____
 Phone Number: _____ Date: _____

Please report all claims, EXCEPT Workers' Compensation, to:
Engle-Hambright & Davies, attn: Julia P. Sechrist, 1-800-544-7292, ext. 225
 Fax – 717-390-4339 or Email: jpsechrist@ehd-ins.com

Please report Workers' Compensation claims to:
Andra Haverstock, 1-800-874-8474
Duplicate this page as needed.

INSTRUCTIONS FOR COMPLETING THE NOTICE OF INSURANCE LOSS FORM

Complete the Notice of Loss Form—page 43—immediately after a loss occurs and submit to:

Engle-Hambright & Davies
Julia P. Sechrist
1857 William Penn Way
Lancaster, PA 17601

Phone – 800-544-7292, ext 224

Fax – 717-390-4339

Email: jpsechrist@ehd-ins.com

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| Section I & II | Complete Section I and Section II for all claims reported and provide a complete description of the loss. |
| Section III | Complete this section for losses involving damage to church property. Describe the exact nature of the damaged property and an estimate of the cost of repairs.
Report claim immediately if an estimate is not available. |
| Section IV | Complete this section for losses involving bodily injury or property damage to Others. Describe the property damaged and/or injury sustained. |

- If an emergency occurs after hours or on the weekend, please report claims directly to Philadelphia Insurance at: Phone - 800-765-9749, Fax – 800-685-9328 or online – claimsreport@phlyins.com.
- If uncertain as to what type of loss or who to contact to report the claim, call Julia P. Sechrist at 1-800-544-7292, ext. 224.