



The Fourth District of the AME Church

Claim Reporting Kit





Claim Reporting Directory

Immediately Report Claims To:

Coverage	Policy Number	Insurance Company	Reporting Contact Information
Property	Various	Various	Sedgwick ame4th@sedgwick.com
Package	0446815-08-959372	Church Mutual Insurance Company	Phone: 1.800.554.2642 Email: claimsintake@churchmutual.com claims@churchmutual.com
Directors And Officers Employment Practices Crime (Liability)	PHSD1841376-003	Philadelphia Insurance Companies	Website: Https://Www.Phly.Com/Claims/Default.Aspx Phone: 1.800.765.9749 (Mon-Fri 8:30am - 8pm ET) Fax: 1.800.685.9238 Email: Claimsreport@Phly.Com After Hours Claims (24*7) Phone: 1.800.765.9749 #3
Equipment Breakdown	BME1-C1040196-TIL-25	Travelers	Phone: 1.800.238.6225 Email: ebclaims@boilerre.com
Workers Compensation	0446815-07-959507	Church Mutual Insurance Company	Phone: 1.800.554.2642 Email: claimsintake@churchmutual.com claims@churchmutual.com
Cyber Liability	0446815-08-959372	Church Mutual Insurance Company	Phone: 1.800.554.2642 Email: claimsintake@churchmutual.com claims@churchmutual.com

The Fourth District's Insurance program will not honor a Public Adjusters report.



Claim Reporting

No matter how strong your risk management program, you will unfortunately encounter claims. Accidents do occur and prompt, complete reporting is the first step towards a successful outcome.

The more information you can provide when reporting a claim, the sooner an adjuster can respond. When reporting a claim, here are several tips to assist you:

- ★ Report the claim immediately — don't delay. If this is a serious injury / accident, please be sure to PHONE your claim directly. Please do not email or fax claims of this nature.
- ★ Collect as much information as possible regarding the loss, such as date and time, policy numbers, reporting location, parties involved, accident description, type of injury and estimated damages.
- ★ Submit all police reports, estimates, photos and any materials/receipts to the adjuster handling the claim.
- ★ Do not speak with third parties about the claim, do not discuss "fault."

Please refer to the Claim Reporting Directory above for reporting details.

