



Arkansas Public School Insurance Trust Plan

VEHICLE CLAIMS REPORTING

REPORT ALL ACCIDENTS AND CLAIMS IMMEDIATELY TO:

A.J. Gallagher Risk Management Services, LLC.

Monday – Friday | 8:00a – 4:30p
Claims Reporting

(501) 664-7705 | Toll Free: (800) 358-7741

email: GGB.SoutheastClaims@ajg.com

After-Hours & Holiday Claims Reporting (501) 664-9252
Mobile and Land Line Phone Numbers Must Be Provided

IMPORTANT REQUIREMENTS

PROMPT REPORTING IS A POLICY COVERAGE REQUIREMENT
THAT ALSO SERVES TO REDUCE COST AND EXTENT OF LOSS.

- ***Claims that are not reported in a timely manner may be denied.***
- Immediately forward all briefs, motions, summons, and complaints from any claimant's attorney to the Claims Office of A.J. Gallagher Risk Management Services, LLC.
- When emergency repairs are necessary, please retain all damaged or replaced equipment and materials for inspection by the claim adjuster.
- Failure to submit requested information to the claim adjuster on a timely basis may cause claim to be denied.
- Cash claim checks in a timely manner.