



HOW TO REPORT A LIABILITY CLAIM

All claims should be reported using the enclosed "Incident Investigation Report" form. The form should be completed as fully as possible, and a copy sent to:

NEW ADDRESS:

Hylant Group

Attn: Claims Department

P.O. Box 40925

Indianapolis, IN 46280-0925

If you receive a letter of representation from an attorney or are served with a summons and complaint, immediately phone the Hylant Group. These are time-sensitive documents and require special handling and immediate attention. Prompt reporting of occurrences is critical in keeping claim costs at a minimum.

Keep a photocopy of the "Incident Investigation Report" form for your club files. Any serious bodily injury claims should be reported to Hylant Group by telephone 800-442-7475 or 317-817-5000, or by fax 317-817-5151, and then followed up with a completed "Incident Investigation Report" form. After 5 p.m. central time, call 800-252-1363.

Hylant Group

Fax: 317-817-5151