



HMS Insurance Associates, Inc.  
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## COMMERCIAL AUTOMOBILE LOSSES

Automobile losses include incidents involving licensed vehicles. The policy is divided into two basic sections. Liability coverage provides protection against litigation from a third party. Physical Damage provides protection for your vehicles. The following information should be provided when you are reporting a loss.

Name of Insured (Company) \_\_\_\_\_

Contact Person \_\_\_\_\_

Date and Time of Occurrence \_\_\_\_\_

Location of Accident \_\_\_\_\_

Your Vehicle (Year, Make & Model) \_\_\_\_\_

V.I.N. (Vehicle Identification Number) \_\_\_\_\_

Tag Number \_\_\_\_\_

Driver's Name \_\_\_\_\_

Describe damage to your vehicle \_\_\_\_\_

Where can your vehicle be seen? \_\_\_\_\_

Describe other vehicle involved (Year, Make & Model) \_\_\_\_\_

\_\_\_\_\_ Tag Number \_\_\_\_\_

Owners Name and Address \_\_\_\_\_

Phone Number (work) \_\_\_\_\_ (home) \_\_\_\_\_

Describe Damage \_\_\_\_\_

Where can it be seen? \_\_\_\_\_

Injuries \_\_\_\_\_

Witnesses \_\_\_\_\_

Description of Incident \_\_\_\_\_

PLEASE INSTRUCT YOUR DRIVERS TO AVOID ADMITTING FAULT AT THE SCENE OF THE ACCIDENT