

## MAY 22, 2024

### FILING AN AUTO, LIABILITY, OR PROPERTY CLAIM IS AS EASY AS 1, 2, 3!

1. Go to the [Fund website](#) and select the appropriate Loss Notice.
2. Complete the Loss Notice.
3. Save a copy of the completed Loss Notice for your records and email a copy to [5856TCRMF@sedgwick.com](mailto:5856TCRMF@sedgwick.com).

Select the [Automobile Accident Report/Loss Notice](#) for all auto claims. This includes first party collision and comprehensive claims (hail, vandalism, hitting an animal, etc.) as well as third party auto liability claims.

Select the [Liability Loss Notice](#) for all general liability, errors and omission liability (including employment), or professional liability (medical malpractice and medical board complaints).

Select the [Property Loss Notice](#) for all damage to property (excluding automobile damage – use the Automobile Accident Report/Loss Notice for reporting all automobile damage).

**It is important to use the most recent Loss Notice that is on the Fund website.** When you click the appropriate Loss Notice, a new window with a fillable PDF will open. Enter all known information into the fields, save a copy of the document for your files, and e-mail the Loss Notice to [5856TCRMF@sedgwick.com](mailto:5856TCRMF@sedgwick.com).

Danna Simms, Claims Assistant, can help with any questions you may have while filing out the Loss Notice. Email your questions to [Danna.Simms@sedgwick.com](mailto:Danna.Simms@sedgwick.com). Rod Keefe, Claims Manager, is also happy to answer any questions regarding the

claims process or specific claims. You can email [Rod.Keefe@sedgwick.com](mailto:Rod.Keefe@sedgwick.com) and he will assist you.

The Fund's staff are ready to help you with any questions you may have along the way. A complete list of the Fund's staff contact information can be found at this link: <https://www.tcrmf.org/about/contact-list/>.