



## Attaching Documents When Reporting a Claim

When reporting a property, liability, or automobile claim, please send the appropriate Loss Notice to the intake email at the top of the loss notice. Please be sure to send this email unencrypted. **It is important to note that encrypted emails cannot be opened when sent to this email address.**

The current loss notices may be found and downloaded from the Fund's website at <https://www.tcrmf.org/resources-tcrmf-actual-content/liability-and-property-loss-notices/>. The intake email is [5856TCRMF@sedgwick.com](mailto:5856TCRMF@sedgwick.com).

When sending the email with the appropriate loss notice, please attach any pertinent documents at the same time so that they will be put into the file at the onset.

However, **the intake email is to be used only for the initial reporting** of the loss notice with pertinent attachments. Please DO NOT send subsequent documents to the intake email after the initial submission. If you do, it is possible that a duplicate claim will be set up or the intake team will not know what claim the documents go to.

If you wish to submit follow up documents such as a police report, an incident report or photos, please wait until you know the name of the assigned Fund adjuster and the claim number to send those documents directly to them.