

THE FOURSQUARE CHURCH

HOW TO FILE AN INSURANCE CLAIM

Crime Insurance

To report a claim under your crime insurance coverage, please call the Foursquare Insurance Services Department at 888.635.4234, Ext. 4403 or e-mail us at insurance@foursquare.org.

Foursquare Insurance should be notified immediately after the occurrence of the incident that gives rise to the claim, but must be submitted no later than four months after the incident date. If an employee causing the loss is terminated, the report to Foursquare Insurance must be made within thirty days of the termination.

Employee theft and dishonesty claims occurring over a period of time (eight months, for example) will be processed as one claim with one date of loss and one deductible.

You will be asked to provide the following information:

- Sworn Proof of Loss Statement. The adjuster handling the claim will assist you with this.
- Police Report. A report of the incident must be made to the local law enforcement authorities in order for coverage to be valid.
- Independent Audit. An audit of church financial records performed by an outside accounting firm to establish the value of the claim is required. The expenses of the audit are the sole responsibility of the church.