

THE FOURSQUARE CHURCH

HOW TO FILE AN INSURANCE CLAIM

Reporting a Claim as a Foursquare Church, School, Camp or District

Filing an insurance claim can be stressful, but we have arranged for claims administrators to help you 24 hours a day, 7 days a week. The following information will let you know who to contact and what information you will need to provide when filing a claim under your property, commercial general liability, auto liability, auto physical damage, workers' compensation, activities and crime insurance.

Property Insurance

To report a claim under your property insurance you have the option to email or call Gallagher Bassett directly. For emailing, please fill out the form on the next page. Then scan it and email it to tnwclaims@tnwinc.com.

To report your loss directly, call 833.813.5580, Option 3. Gallagher Bassett will take your calls 24 hours a day, 7 days a week. Whether you call or email, you will be asked to provide the following information regarding your property claim:

- Foursquare Client number: 005053
- Church legal name (not the slogan name)
- Church code number
- Date, time and location of the incident
- Extent of damages
- Approximate dollar amount of the damages
- Peril causing the damage (wind, hail, etc.)

For claims involving a theft, you will also need a list of items taken, with make, model and price. You will also need to secure a police report.

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FOURSQUARE PROPERTY LOSS NOTICE

Email claim Form to: tnwclaims@tnwinc.com

Today's Date _____ Date of Loss _____
Legal Church Name: _____
Church Code: _____ Client Number: 005053
Insured (Church, School, Camp): _____
Insured's Mailing Address: _____
E-Mail Address: _____

Contact

Name of Contact (First, Middle, Last) _____
Contact's Mailing Address: _____
Primary Phone: _____ Secondary Phone: _____
E-Mail Address: _____

Loss Location

Name / Type of Building: _____
Location of Street: _____
City, State, Zip: _____
Police or Fire Department Contacted: _____
Report Number: _____ Probable Amount of Entire Loss: _____
Type of Loss: ___ Fire ___ Theft/Vandalism ___ Lightning ___ Hail
 ___ Water ___ Wind _____ Other (specify)
Description of Loss: _____

