

# THE FOURSQUARE CHURCH

## HOW TO FILE AN INSURANCE CLAIM

### **Commercial General Liability Insurance**

To report a claim under your commercial general liability insurance please call the claims administrator Gallagher Bassett 24 hours a day, 7 days a week at 833.813.5580, Option 3. You will be asked to provide the following information regarding your commercial general liability 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
- Name and address of any authorities contacted
- Name and address of any witnesses
- Name and address of any attorneys involved

A general liability claim will sometimes involve litigation (summons and complaint, etc.). If this is the case, it is imperative that you contact the Foursquare corporate legal counsel at 213.989.4210 immediately for additional instructions.

Additionally, for any allegations, claims or accusations of sexual misconduct, please contact the Foursquare corporate legal counsel immediately. The policy covering these situations prohibits the local Foursquare church, school, etc., handling this matter on their own.

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**FOURSQUARE GENERAL LIABILITY LOSS NOTICE**

Email claim Form to: [tnwclaims@tnwinc.com](mailto:tnwclaims@tnwinc.com)

Today's Date \_\_\_\_\_ Date of Loss \_\_\_\_\_ Time of Incident \_\_\_\_\_

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 Incident Information**

Location of Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Police or Fire Department Contacted: \_\_\_\_\_

Report Number: \_\_\_\_\_ Estimated Damage/Injury: \_\_\_\_\_

Description of Loss: \_\_\_\_\_