

## ACCIDENT PROTOCOL

- Check for injury and seek medical attention immediately, if needed.
- Get the names and contact information for everyone involved, including witnesses.
- Call the police regardless of the severity of the accident - you need them to create a written report.
- Make note of any damage to the autos involved or any damaged property.
- Complete this Accident Reporting Form.
- Contact your employer and inform your supervisor of the situation.
- Have a camera in your vehicle to take pictures of damage, regardless of the severity or extent of damage.

**If you have any questions regarding your policy or the services ISA can provide you, please contact us.**

**irwin siegel  
agency inc.**

insurance & risk management  
human/social service programs

25 lake louise marie road  
rock hill, new york 12775-0309  
1.800.622.8272  
[www.siegelagency.com](http://www.siegelagency.com)

**FAX THIS ACCIDENT FORM TO  
800.870.2017  
or call  
800.868.0418**

**York Claims Service, Inc.**  
99 Cherry Hill Road  
Parsippany, NJ 07054

Keep this form in your vehicle at all times.  
You can download new forms from  
Irwin Siegel Agency's website at  
[www.siegelagency.com](http://www.siegelagency.com)

irwin siegel agency, inc.

*Accident*  
**REPORTING FORM**



Fill out this form with every  
accident and fax it to  
**York Claims Service, Inc.**  
as soon as possible.

