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CONTACTS

TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION

CLAIM REPORTING HOTLINE

(844) 562-2720 | Available 24/7 | toirma.org/claims-management

| ADMINISTRATION | CUSTOMER SERVICE | CLAIMS | LOSS CONTROL |
|--|---|--|---|
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| | | | <p>Tyler Knight <i>Loss Control Representative</i> (217) 304-4482 Mobile (217) 444-1387 Phone (217) 477-6887 Fax tknight@ccmsi.com</p> |

3217 Northfield Drive, Springfield, IL 62702-1400 • (888) 562-7861

Human Resources Help Line

(888) 472-6785 (All calls promptly returned within 24 hours.)

All TOIRMA members have access to Human Resources professionals to assist in answering employment-related questions and issues.

The Human Resources Help Line covers many areas such as: Discipline & Documentation • Legal Termination • Discrimination

Another service brought to you by TOIRMA.

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CLAIM REPORTING HOTLINE

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To report a claim, please call (844) 562-2720 with the following information:

*** TOWNSHIP - TOWING/GLASS CLAIM**

- ✓ Township Name & County
- ✓ Mailing Address
- ✓ Phone#
- ✓ Date of Loss
- ✓ Year, Make & Model of Vehicle/Equipment

*** LIABILITY CLAIM**

- ✓ Township Name & County
- ✓ Mailing Address
- ✓ Phone#
- ✓ Date of Loss
- ✓ Time
- ✓ Location
- ✓ Description of Incident
- ✓ Name, Address, Phone# of party claiming damage or injury
- ✓ Witness Name & Phone#
- ✓ Authorities & Report#

*** WORKERS' COMPENSATION CLAIM**

- ✓ Township Name & County
- ✓ Mailing Address
- ✓ Phone#
- ✓ Date of Loss
- ✓ Time
- ✓ Location
- ✓ Employee Name, Address, Phone#
- ✓ Employee DOB, SSN & Date of Hire
- ✓ Employee's Direct Supervisor
- ✓ Employee's Job Description
- ✓ Description of Injury
- ✓ Body Part Involved
- ✓ Witness Information
- ✓ Treatment Facility Information
- ✓ Wage Statement if Lost Time

*** TOWNSHIP - AUTO/INLAND MARINE/PROPERTY**

- ✓ Township Name & County
- ✓ Mailing Address
- ✓ Phone#
- ✓ Date of Loss
- ✓ Year, Make & Model of Vehicle/Equipment
- ✓ Address of Property Damaged
- ✓ Description of How Damage Occurred
- ✓ Description of Damage
- ✓ Township Driver Name & Phone#

CLAIMS

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