

## HOW TO REPORT A LIABILITY CLAIM

All claims should be reported using the enclosed "Incident Investigation Report" form. The form should be completed as fully as possible, and a copy sent to:

**Hylant Group**  
**Attn: Claims Department**  
**P.O. Box 1910**  
**Carmel, IN 46082-1910**

**If you receive a letter of representation from an attorney or are served with a Summons and Complaint, *immediately phone* the Hylant Group. These are time-sensitive documents and require special handling and immediate attention. Prompt reporting of occurrences is critical in keeping claim costs at a minimum.**

Keep a photocopy of the "Incident Investigation Report" form for your club files. Any serious Bodily Injury claims should be reported to Hylant Group by telephone 800. 442.7475 or 317. 817.5000, or by fax 317. 817.5151, and then followed up with a completed "Incident Investigation Report" form. After 5:00 p.m. central time, call 800.252.1363.

Hylant Group  
Fax: 317.817.5151