



## Claim Reporting Instructions

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Please report any incident, claim or suit immediately by filling out the appropriate claim notice form. Please submit all pertinent information to:

**Public Entity Risk Services of Ohio (PEP)**  
**6500 Taylor Road**  
**Blacklick, OH 43004**  
**Phone: 866.907.3776 or 614.729.1600**  
**Fax: 614.729.6046**

To report a claim, please follow these instructions:

- Call the police immediately when an accident occurs
- Secure the names, addresses and telephone numbers of driver(s) and/or occupant(s) of other involved vehicle(s) and injured person(s) and/or witness(es)
- Immediately contact your supervisor
- Fill out the appropriate loss notice form and submit to the PEP Claim Department

Do NOT:

- Leave the scene of the accident until released by the investigating officer
- Discuss the facts of the accident with anyone other than the investigating officer
- Assume or admit liability for fault to anyone
- Divulge coverage limits

When completing the claim reporting form, please include:

- Member name
- Member certificate number
- Member address
- Name of department involved
- Contact official's name and telephone number
- The summons and complaint or notice of claim

Please call the PEP claim department at (866) 907-3776 or 614.729.1600 if you have any questions or would like additional information.