



Claim Reporting Instructions

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

**Illinois Parks Association Risk Services
c/o Public Entity Risk Services (PERS)
Attention: Claims
5701 Greendale Road
Johnston, IA 50131
Phone: (866) 964-6257
(Fax): (800) 693-9610**

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 IPARKS 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 IPARKS' claim department at (866) 964-6257 if you have any questions or would like additional information.