

ARKANSAS INSURANCE DEPARTMENT
Risk Management Division
1 Commerce Way, Suite 504
Little Rock, Arkansas 72202-2087
Phone: (501) 371-2690 Fax: (501) 371-2842
Email: insurance.risk.management@arkansas.gov
Website: www.insurance.arkansas.gov



PROPERTY CLAIMS REPORTING

ARKANSAS PUBLIC SCHOOL INSURANCE TRUST PLAN

REPORT ALL CLAIMS IMMEDIATELY TO:

Sara Elder with
Mark V. Williamson Co., Inc.
Monday - Friday 8:00 AM to 4:00 PM
Claims Reporting (501) 664-7728
Toll Free – (888) 588-7631
Fax – (501) 664-6285

*** Emergency Use Only**
For Nights, Weekends and Holidays:
Central Adjustment Co., Inc.
Office – (888) 227-5506
Fax – (866) 455-1777

* David McCullough, Office Ext. 402
Cell – (501) 626-0690
* Chris Andersen, Office Ext. 424
Cell – (501) 773-0762

IMPORTANT REQUIREMENTS

PROMPT REPORTING IS A POLICY COVERAGE REQUIREMENT
THAT ALSO SERVES TO REDUCE COST AND EXTENT OF LOSS.

- Immediately forward all Briefs, Motions, Summons, and Complaints from any claimant's attorney to the Claims Office of Mark V Williamson Co., Insurance.
- Claims that are not reported in a timely manner may be denied.
- When emergency repairs are necessary, please retain all damaged or replaced equipment and materials for inspection by the claim adjuster.
- Failure to submit requested information to a claim adjuster on a timely basis may cause a claim to be denied.
- Cash claim checks in a timely manner.