

**PUBLIC ENTITIES POOL OF OHIO (PEP)  
CLAIM REPORTING INSTRUCTIONS**

TO REPORT A CLAIM, FOLLOW THESE INSTRUCTIONS

**For your:**

- Legal Liability for Third Party Claims
- Automobile Liability Coverage
- Law Enforcement Operations
- Wrongful Acts
- Automobile Physical Damage
- Property Coverage

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IMMEDIATELY REPORT ANY INCIDENT, CLAIM OR SUIT TO YOUR AGENT OR DIRECTLY TO:

PUBLIC ENTITY RISK SERVICES OF OHIO (PERSO)  
6500 Taylor Road  
Blacklick, Ohio 43004  
Telephone: 866.907.3776 or 614.729.1600  
Fax: 614.729.6046

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IF NOTICE OF INCIDENT, CLAIM OR SUIT IS RECEIVED:

Do **NOT** assume or admit responsibility.

Do **NOT** reveal your benefits limits.

Document your file with reports of all employees/officials involved.

Make **NO** statement to anyone except your legal counsel or **PEP** representative.

IN COMPLETING THE CLAIM/INCIDENT REPORT FORM PLEASE INCLUDE:

Member number

Member name and address

Name of department involved

Name and telephone number of official to be contacted

The Official Summons and Notice of Claim

***KEEP THIS FORM WITH YOUR BENEFIT DOCUMENTS***