

## Property Loss/Automobile Loss

### Information and Documentation

If you have a property loss at your site, the following information will be needed to process a claim.

1. Original purchase invoices and original replacement invoices. If original invoices for the purchase are unavailable; an inventory sheet can be used to substantiate you owned the damaged or stolen property.
2. Employee time cards for time spent due to loss.
3. Copy of police report or name of agency reported to and report number.
4. Purchase orders CANNOT be used in lieu of replacement invoices. There can be differences between purchase orders and final invoices. We must have invoices for final settlement.
5. If the loss is due to vandalism or the fault of another party, obtain as much information from the police as possible. If loss is due to some defect, protect all evidence of defect. This will enhance the subrogation potential. Do not turn subrogation over to probation. Do not appear in court for restitution hearings unless Wells Fargo Insurance Services has been notified of the hearing and has given input. Do not agree to community service in lieu of restitution. Keep in mind you are in a self-insured program. You have suffered the entire loss, not just your deductible portion. Forward any forms received from probation or court to Wells Fargo Insurance Services USA, Inc. for completion. In cases involving juveniles, our ability to obtain names is very limited. You may be able to obtain names with less difficulty. If names are available, please forward along with any parental information such as address or phone number you may have whenever possible.
6. If in doubt on any aspect of a claim, contact Wells Fargo Insurance Services USA, Inc. or your District office.
7. If you have an automobile physical damage loss complete the automobile accident form. All repairs MUST BE AUTHORIZED BY WELLS FARGO INSURANCE SERVICES USA, INC. OR WESTERN APPRAISERS PRIOR TO WORK BEING DONE. If the damage is \$2,500 or less we will require 2 estimates for the damage and pay based upon the lowest. If the damage is over 2,500 we will need an adjuster from Western Appraisers to inspect.

# TRI COUNTY SCHOOLS INSURANCE GROUP DAMAGE TO OR THEFT OF DISTRICT PROPERTY

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SITE

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DATE OF INCIDENT

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DESCRIPTION OF INCIDENT

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LAW ENFORCEMENT AGENCY REPORTED TO

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Report Number

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Signature of person making report

If report is for theft or damage to property attach list of all items damaged or missing.

If report is for damage to an automobile attached two estimates of damage and complete automobile accident report form.

**When complete fax to Wells Fargo Insurance Services USA, Inc.  
530-273-6459 or email to [gail.blagg@wellsfargo.com](mailto:gail.blagg@wellsfargo.com)**