**HOW TO REPORT A CLAIM**

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| **NEW CLAIMS**  Report all accidents, injuries, and property losses immediately to: | **Gallagher Bassett Services**  **1-877-376-2561** | |
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| **Inquiries to an already filed claim should call as follows:** | | |
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| Florida  (Liability) | | Gallagher Bassett Services - 157 - Miami  2901 S.W. 149th Avenue, Suite 200  Miramar, FL 33027  Phone: 954/378-5300  Fax: 954/437-2047  **Toll Free #: 877/759-4344**  Toll Free Fax: 877/762-6238  Ray Beverly, Branch Manager  E-Mail: Ray\_Beverly@gbtpa.com |
| Florida  (Worker’s Compensation) | | Gallagher Bassett Services - 004 - Miami  2901 S.W. 149th Avenue, Suite 200  Miramar, FL 33027  Phone: 954/378-8200  Fax: 954/437-5441  **Toll Free #: 800/473-9009**  Pamela Siler, Branch Manager  E-Mail: Pamela\_Siler@gbtpa.com |
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| **IF YOU ARE SUED:**  All suit papers should be hand-delivered or faxed to the Archdiocesan Financial Administrator (CFO) at the Pastoral Center and a copy forwarded by Registered Mail to the Gallagher Bassett office as soon as they are received. | | |