**HOW TO REPORT A CLAIM**

|  |  |
| --- | --- |
| **NEW CLAIMS**Report all accidents, injuries, and property losses immediately to: | **Gallagher Bassett Services****1-877-376-2561** |
|  |
| **Inquiries to an already filed claim should call as follows:** |
|  |
| Florida (Liability) | Gallagher Bassett Services - 157 - Miami2901 S.W. 149th Avenue, Suite 200Miramar, FL 33027Phone: 954/378-5300Fax: 954/437-2047**Toll Free #: 877/759-4344**Toll Free Fax: 877/762-6238Ray Beverly, Branch ManagerE-Mail: Ray\_Beverly@gbtpa.com |
| Florida(Worker’s Compensation) | Gallagher Bassett Services - 004 - Miami2901 S.W. 149th Avenue, Suite 200Miramar, FL 33027Phone: 954/378-8200Fax: 954/437-5441**Toll Free #: 800/473-9009**Pamela Siler, Branch ManagerE-Mail: Pamela\_Siler@gbtpa.com |
|  |
| **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. |