



DEPARTMENT OF ENVIRONMENTAL HEALTH & SAFETY

Risk and Insurance Services

1200 Carothers

Tallahassee, Florida 32306-4481

Phone: 850.644.6895 Fax: 850.644.8842 Web: www.safety.fsu.edu

AUTOMOBILE CLAIMANT CHECKLIST

To file an Automobile Claim please ensure that the following documentation listed below is completed and provided to the Insurance and Risk section within Environmental Health and Safety and the Florida Department of Financial Services through the State Risk Management Trust Fund at the addresses listed below:

- Obtain an Automobile Accident Report form from Insurance and Risk Staff or access a copy from the web at www.safety.fsu.edu.
- Obtain estimates for damage repair from 2 automotive shops.
- Copy of Police Report.
- Complete Lien Disclosure Statement.
- Provide a copy of the Vehicle Registration.
- Complete Request for Taxpayer Identification Number and Certification. (IRS W-9)

The Division of Risk Management is the responsible authority for deciding to accept or reject a claim not Florida State University.

Florida State University Mailing Address:
Environmental Health & Safety
P.O. Box 3064481
Tallahassee, FL 32306-4481

Risk Management Mailing Address:
Florida Department of Financial Services
Division of Risk Management
200 E. Gaines St.
Tallahassee, Florida 32399-0338