

Claims Reporting Contact Information



Report all incidents immediately to Chubb (the insurance carrier for the Habitat for Humanity Affiliate Insurance Program).

Do not delay or withhold reporting an incident or loss because you think the incident is not insured or too trivial to report, or because you are waiting for repair estimates, doctor opinions, police reports, etc. A delay in reporting could jeopardize insurance coverage.

Chubb gives you the option to designate an incident as a "Report Only" claim where appropriate. This means that once an incident is reported, no further action is needed. This option enables affiliates to meet their duty to timely report all potential claims, even if the person involved in the accident is ok or not pursuing the matter at that time. In addition, when reporting claims be sure to provide copies of all Incident Reports, Witness Reports, site photographs, videos and other documentation.

To file a claim, you will need:

- Your affiliate Account Location Code. This is your Lockton Affinity 7-digit account number.
- Your policy number. See below for Master Policy numbers.

***Claims Made Coverage and Reporting of Claims** The following coverage is provided on a Claims Made Basis: Directors & Officers Liability (D&O); Employment Practices Liability; Fiduciary Liability; Employment Practices Liability; Data Breach Response Expense Coverage. **Claims made policies have very restrictive claim reporting requirements.** The Named Insured must report immediately, all claims or circumstances that he or she becomes aware of during the policy period or during the extended reporting period. Failure of timely notice could result in the denial of coverage

Coverage	Policy Number	Filing Contact Info
Volunteer Accident Medical	N04862429	By Phone: (855-434-4223), option 1
Volunteer Accident Disability	N04862430	By Email: ACEAandHClaims@chubb.com

	NY Affiliates	Other than NY Affiliates	
General Liability	G24962854	G24962842	All Coverages in this section:
Property	F10865438	F10865426	
Builder's Risk	I08497916	I08497904	By Phone: (855-434-4223), option 3
*Directors & Officers (D&O)	G24962866	G21005885	By Email: HabitatFNOL@chubb.com
*Employment Practices Liability *Fiduciary Liability			
*Excess D&O/EPL	G24962878	G21005897	
Umbrella	G2496288A		
Automobile	Varies by Affiliate <i>Please refer to your policy or contact your Account Manager for assistance</i>		

Workers Compensation	Varies by Affiliate <i>Please refer to your policy or contact your Account Manager for assistance</i>	By Phone: (855-434-4223), option 2 By Email: ESISClaims@twinc.com
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Quick & Easy Online Claim Reporting

- Go to www.hfaffiliateinsurance.com. Click Affiliate Login on the homepage. Enter the password **Lockton**.
- Under Claims Management, select File a Claim
- Click on **"NEW! File a Claim Online"**
- Click on "Please check [HERE](#) to enter a new claim"
- Complete the Claim Submission online form
- Click Save. Be sure to print a copy of the confirmation message for your records.