



Incident and Claim Reporting

Because reporting delays can jeopardize insurance coverage, it is critical to report incidents and claims as quickly as possible. Do not wait for repair estimates, doctor opinions or police reports to report the incident.

If a claim is not being filed currently, you still have a duty to report the incident. Include copies of incident reports, witness reports, photographs, videos and other documentation. Mark the incident as a "Report Only," which designates no further action is needed.

CLAIM REPORTING REQUIREMENTS

Providing the proper information when reporting a claim will reduce delays in claim processing. Please include the following:

- Your Lockton Affinity 7-digit account number, also known as your Account Location Code
 - Your policy number (See back for Master Policy numbers)
 - Your contact information

Please note, if you are reporting a Workers' Compensation or Volunteer Medical claim, state if the injured party was an employee or volunteer.

ONLINE CLAIM REPORTING

- Visit HFHAffiliateInsurance.com/File-a-Claim-2/
 - Click the "NEW! File a Claim Online" button
 - Click "Please check HERE to enter a new claim"
 - Complete the claim submission form
 - Click "Save and Close".
- Print a copy of the confirmation message for your records.

PHONE AND EMAIL CLAIM REPORTING INFORMATION

| Coverage | Policy number | Filing contact information |
|-------------------------------|---------------|--|
| Volunteer Accident Medical | N04862429 | Phone: (855) 434-4223, option 1 Email: ACEAandHClaims@chubb.com |
| Volunteer Accident Disability | N04862430 | |

| | Most affiliates | New York affiliates | |
|--|---|---------------------|---|
| General Liability | G24962842 | G24962854 | Phone: (855) 434-4223, option 3 Email: HabitatFNOL@chubb.com |
| Property/Crime | F10865426 | F10865438 | |
| Builder's Risk | I08497904 | I08497916 | |
| Directors and Officers (D&O)* Employment Practices Liability (EPL)* Fiduciary Liability* | G21005885 | G24962866 | |
| Excess D&O / EPL* | G21005897 | G24962878 | |
| Umbrella | G2496288A | | |
| Automobile | Please refer to your policy or contact your account manager | | |
| Workers' Compensation | Please refer to your policy or contact your account manager | | Phone: (833) 808-2106 Email: ESISclaims@tnwinc.com |

*The following coverage is provided on a Claims Made Basis: Directors & Officers Liability (D&O), Employment Practices Liability (EPL), Fiduciary Liability and Excess D&O and EPL. These policies have very restrictive claim reporting requirements. The Named Insured must report all claims or circumstances during the policy period or during the extended reporting period. Failure of timely notice can result in the denial of coverage.

The Habitat for Humanity Affiliate Insurance Program is administered by Lockton Affinity, LLC d/b/a Lockton Affinity Insurance Brokers LLC in California #0795478. Coverage is subject to actual policy terms and conditions. Policy benefits are the sole responsibility of the issuing insurance company. Coverage may be provided by an excess/surplus lines insurer which is not licensed by or subject to the supervision of the insurance department of your state of residence. Policy coverage forms and rates are not subject to regulation by the insurance department of your state of residence. Excess/Surplus lines insurers do not generally participate in state guaranty funds and therefore insureds are not protected by such funds in the event of the insurer's insolvency. Habitat for Humanity will receive a royalty fee for the licensing of its name and trademarks as part of the insurance program offered to the extent permitted by applicable law.