

**ARKANSAS INSURANCE DEPARTMENT**  
**Risk Management Division**  
1200 West Third Street  
Little Rock, Arkansas 72201  
Phone: 501-371-2690 Fax: 501-371-2842  
Email: [insurance.risk.management@arkansas.gov](mailto:insurance.risk.management@arkansas.gov)  
[www.insurance.arkansas.gov](http://www.insurance.arkansas.gov)



## **VEHICLE CLAIMS REPORTING**

### **ARKANSAS PUBLIC SCHOOL INSURANCE TRUST FUND**

---

**REPORT ALL ACCIDENTS *IMMEDIATELY* TO:**

**Bancorp South Insurance Services**

**Monday through Friday 8:00 AM To 4:00 PM Claims Reporting  
501-664-7705**

**After Hours Claims Reporting 501-664-9252**

---

## **IMPORTANT REQUIREMENTS**

PROMPT REPORTING IS A POLICY COVERAGE REQUIREMENT  
THAT ALSO SERVES TO REDUCE COST AND EXTENT OF LOSS.

- Claims That Are Not Reported In A Timely Manner May Be Denied.
- Failure To Submit Requested Information To Claims Adjuster May Cause Claim To Be Denied.
- Cash Claim Checks In A Timely Manner.
- Immediately Forward All Briefs, Motions, Summons, And Complaints From Any Claimant's Attorney, Immediately, To The Claims Office Of Bancorp South