

**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)



## **PROPERTY PROGRAM CLAIMS REPORTING ARKANSAS PUBLIC SCHOOL INSURANCE TRUST FUND**

Denise Smalling with  
**Mark V. Williamson Co., Inc.**  
Monday - Friday 8:00 AM to 4:00 PM  
Claims Reporting (501) 664-7728  
Toll Free – (888) 588-7631  
Fax – (501) 664-6285

**\*Emergency Use Only** For Nights,  
Weekends and Holidays:  
Central Adjustment Co., Inc.  
Office – (888) 227-5506  
Fax – (866) 455-1777

\*David McCullough, Ext. 402  
Cell – (501) 626-0690

\*Chris Andersen, Office Ext. 424  
Cell – (501) 773-0762

## **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.
- ✓ When Emergency Repairs Are Necessary, Please Retain All Damaged Or Replaced Equipment For Inspection By The Claims Adjuster.
- ✓ Failure To Submit Requested Information To A Claims Adjuster Within 30 Days May Cause A Claim To Be Denied.
- ✓ Cash Claim Checks In A Timely Manner.