

**ARKANSAS INSURANCE DEPARTMENT**  
**Risk Management Division**  
1 Commerce Way, Suite 504  
Little Rock, Arkansas 72202-2087  
Phone: (501) 371-2690 Fax: (501) 371-2842  
Email: [insurance.risk.management@arkansas.gov](mailto:insurance.risk.management@arkansas.gov)  
Website: [www.insurance.arkansas.gov](http://www.insurance.arkansas.gov)



## **PROPERTY CLAIMS REPORTING**

### **ARKANSAS PUBLIC SCHOOL INSURANCE TRUST PLAN**

#### **REPORT ALL CLAIMS IMMEDIATELY TO:**

Sara Elder 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, Office 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.

- Immediately forward all Briefs, Motions, Summons, and Complaints from any claimant's attorney to the Claims Office of Mark V Williamson Co., Insurance.
- Claims that are not reported in a timely manner may be denied.
- When emergency repairs are necessary, please retain all damaged or replaced equipment and materials for inspection by the claim adjuster.
- Failure to submit requested information to a claim adjuster on a timely basis may cause a claim to be denied.
- Cash claim checks in a timely manner.