

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
Website: www.insurance.arkansas.gov



VEHICLE CLAIMS REPORTING

ARKANSAS PUBLIC SCHOOL INSURANCE TRUST PLAN

**REPORT ALL ACCIDENTS AND CLAIMS
IMMEDIATELY TO:**

BXS Insurance

Monday through Friday 8:00am - 4:30pm Claims Reporting

(501) 664-7705 or 1-800-358-7741

email: ar.claims@bxsi.com

After Hours & Holiday Claims Reporting (501) 664-9252
Mobile and Land Line Phone Numbers Must Be Provided

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 claim office of BXS 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 the claim adjuster on a timely basis may cause claim to be denied.
- Cash claim checks in a timely manner.