

## Auto Accident Guidelines & Reporting



TOKIO MARINE  
AMERICA

This form advises what you should do in the event of an auto accident as well as what information is needed. Please read carefully and be sure to keep this form in the glove compartment of your vehicle.

1. **Check for Injuries** - Call 911 if there are injuries to anyone.
2. **Accident & Scene** - Pull to side of road (if possible) in a safe manner. Do not leave the scene of the accident!
3. **Alert the Police** - Call the police if warranted.
4. **Exchange Information** - Regardless of fault you must exchange with involved parties name and address of the driver and owner of the vehicle. Upon request, the parties must present his or her driver's license, vehicle registration and proof of automobile insurance.
5. **Protect Yourself** - Don't apologize or admit fault. If there is a witness, obtain the person's name, address, and phone number.
6. **Accident Facts** - Make sure to write down the year, make and model of the other vehicle(s) and complete description of the accident by filling out the back of this form immediately following the incident while it is fresh in your mind. If possible take photos of the license plate of involved vehicle(s), and the damage to any involved vehicle.
7. **Contact Your Agent/Broker Immediately** - Very important to contact your agent or broker immediately (as soon as practical) and report the accident. They will notify Tokio Marine America who will then set up claim and contact you within 24 business hours of being notified. **Complete the Department of Motor Vehicles (DMV) SR1 Form** - In California, if the accident involves bodily injury, death, or more than \$1,000 of property damage regardless of fault, an SR1 form must be filed within 10 days from the accident date with the DMV. Failure to file this form, your driver's license may be suspended. For additional information please contact your agent or broker.

**For afterhours claim reporting please contact ACTEC at: 1-877-567-7486**

Tokio Marine America is the brand and marketing name for Tokio Marine America Insurance Company

## AUTO ACCIDENT REPORT FORM

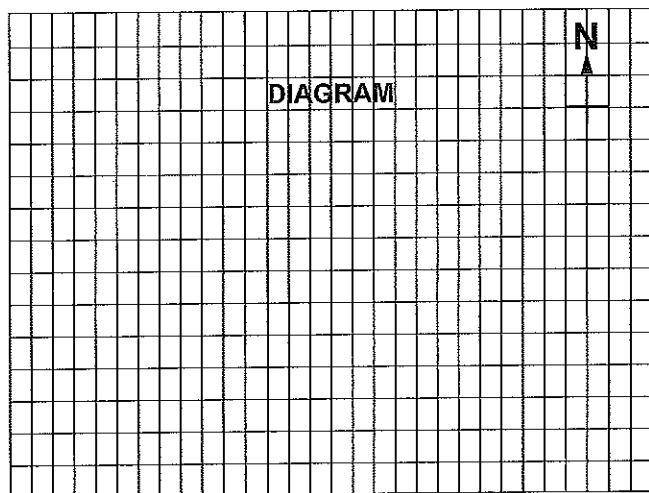
If an accident occurs, remember - stay calm and obtain the following information from the other driver(s), regardless of whom is at fault. Report the accident immediately to your agent or broker.

DATE _____ OF ACCIDENT	PLACE OF ACCIDENT – STREET OR INTERSECTION: _____
TIME _____ OF ACCIDENT	CITY / STATE: _____ (Please use diagram below to show name of street, intersection, stop signs/signals)

### OTHER DRIVER(S) INFORMATION

1. NAME OF DRIVER:		
2. ADDRESS:		
3. TELEPHONE NO. Area Code _____ # _____ (work)      Area Code _____ # _____ (home)		
4. DRIVER LICENSE NO.	STATE::	
5. LICENSE PLATE NO.:	OWNER OF CAR:	
6. MAKE – MODEL:	YEAR:	COLOR OF CAR:
7. INSURANCE COMPANY NAME:		
8. POLICY NO:		
9. AGENT NAME AND TEL. NO.:		

NAME OF WITNESS:
ADDRESS:
TEL.NO.: Area Code _____ # _____
OTHER PERTINENT INFORMATION:



Use above box to diagram the accident. The following questions should help you complete the diagram.

1. On which side of the street were you?
2. Which way was the other car going?
3. Intersection or curb or in traffic lane?
4. Were there any (stop) signs or signals?
5. How many lanes were there?

### YOUR INFORMATION

Complete this box prior to placing in glove compartment.

INSURED'S NAME:
INSURANCE COMPANY: <b>Tokio Marine America Insurance Company</b>
POLICY NO:
AGENT/BROKER NAME:
ADDRESS:
TEL. NO.:
FAX NO.:

PLEASE REPORT ACCIDENT IMMEDIATELY  
TO YOUR AGENT OR BROKER.