

GNY

Reporting of Occurrences, Offenses, Liability and Auto Claims or Suits

This is a guideline only and should not be construed in any way as modifying the terms and conditions of coverage under the policy.

The insured, its producer, or claimant may report an occurrence, offense, claim, or suit to GNY. Liability claims should be reported timely in order to allow GNY claims staff to investigate as promptly as possible. In our experience early reporting reduces claims costs.

While GNY will accept a liability notice in any form, we urge that the producer complete an ACORD General Liability Notice of Occurrence/Claim Form (we will provide copies of the form upon request) whether or not it or the insured or claimant initially reported the occurrence, claim, offense, or suit to us.

Please report as much information as is available. At a minimum, if at all possible, we would ask that you provide us with: (1) how, when, and where the occurrence or offense took place; (2) the names, addresses, and phone numbers of any injured persons and witnesses; (3) the nature and location of any injury or damage; and (4) copies of any legal papers, demands, notices, summonses, etc. The insured should be advised to safeguard any physical evidence, photographs, and video. Please forward to us all documents provided by the insured.

Liability occurrences, offenses, claims, and lawsuits should be reported to the claim office that handles the territory where the occurrence or offense took place or where the lawsuit is pending:

ALL OCCURRENCES, CLAIMS, OFFENSES IN OR LAWSUITS BROUGHT IN NEW YORK STATE

*New York City Office
200 Madison Ave.
NY, NY 10016
Phone # (212) 683-9700
Fax # (212) 683-6871
Email for First Reports: LiabClaimsNY@gny.com
Sal Lepore, VP-Liability Claims
slepore@gny.com
Steve Lalor, Assistant Manager – IAU
slalor@gny.com*

ALL OCCURRENCES, CLAIMS, OFFENSES IN OR LAWSUITS BROUGHT ANYWHERE IN NEW ENGLAND (CT, MA, NH, VT, RI, and ME)

*New England Branch
180 Glastonbury Blvd.
Glastonbury, CT 06033
Phone # (860) 652-7090
Fax # (860) 652-7095
Email for First Reports: LiabClaimsCT@gny.com
Mike Fuffo, AVP-Liability Claims
mike@gny.com*

**ALL OCCURRENCES, CLAIMS, OFFENSES IN OR LAWSUITS BROUGHT IN ANY STATE
OUTSIDE OF NY AND NEW ENGLAND**

*(Illinois, Michigan, Ohio, Indiana, Pennsylvania, New Jersey, Delaware, Maryland, Virginia, D.C.,
etc...)*

East Brunswick Branch Claim Office

377 Summerhill Road

East Brunswick, NJ 08816

Phone # (732) 238-6300

Fax # (732) 238-3781

Email for First Reports: LiabClaimsNJ@gny.com

Lynn Goldberg, VP-Liability Claims

lgoldberg@gny.com

Joseph McGrath, Manager-IAU

jmcgrath@gny.com

ANY QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO:

Gerard Ragusa, CPCU, AIC

Executive Vice President- Claims

Phone #: (212) 683-9700 ext. 265

Fax #: (212) 683-6871

gragusa@gny.com

Cell phone 917-873-9350