



REPORTING PREFERENCES FOR LIABILITY AND AUTOMOBILE CLAIMS AND LAWSUITS

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

Any involved party may report general liability and automobile claims to GNY. We urge prompt reporting in order to permit prompt investigation and resolution of claims.

While GNY will accept a notice of liability claim in any form, we urge producers to complete an ACORD General Liability Notice of Occurrence / Claim Form or, if reporting via the [GNY Affiliated Broker Portal](#) (authorized Producer's and/or Broker's personnel only), provide as much information as possible, including: (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 safeguard any physical evidence, photographs, and video. Please forward to us all documents provided by the insured.

Liability and automobile claims should be reported to the claim office that handles the territory where the accident took place or where the lawsuit is pending:

<p align="center"><u>IN NEW YORK STATE</u></p> <p align="center">New York City Office 200 Madison Avenue, New York, NY 10016 Phone: 212-683-9700 Fax: 212-683-6871</p> <p>Email for first reports: LiabClaimsNY@gny.com Sal Lepore, VP Liability Claims: slepore@gny.com Steve Lalor, Assistant Manager: slalor@gny.com</p>	<p align="center"><u>ANY STATE OUTSIDE OF NEW YORK AND NEW ENGLAND</u></p> <p align="center">East Brunswick Branch Office 377 Summerhill Road, East Brunswick, NJ 08816 Phone: 732-238-6300 Fax: 732-238-3781</p> <p>Email for first reports: LiabClaimsNJ@gny.com Joseph McGrath, Liability Claims Manager: jmcgrath@gny.com Albert Rotunno, Assistant Claims Manager: arotunno@gny.com</p>
<p align="center"><u>IN NEW ENGLAND (CT, MA, ME, NH, RI and VT)</u></p> <p align="center">Connecticut Branch Office 180 Glastonbury Blvd., Glastonbury, CT 06033 Phone: 860-652-7090 Fax: 860-652-7095</p> <p>Email for first reports: LiabClaimsCT@gny.com Mike Fuffo, AVP Liability Claims: mike@gny.com</p>	<p align="center"><u>ANY QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO:</u></p> <p align="center">Gerard Ragusa, EVP Claims Phone: 212-683-9700 ext. 1265 Email: gragusa@gny.com Fax: 212-683-6871 Cell: 917-873-9350</p>