

Instructions for filling out claim forms:

These forms are **FILLABLE PDF DOCUMENTS**.

1. Click a field and enter the information requested
2. Click the “Tab” button to advance to the next field and enter the information requested

You **CANNOT** save these forms with Adobe Reader, so fill them out entirely and **PRINT** 2 copies.

Keep one copy for your records and submit the other copy to our company with your supplemental documentation, if applicable.



1401 S. Western Rd. Stillwater, OK 74074
 Toll free: 800-256-6774
 Fax: 405.708.5240
 E-mail: claims@nssi.com

GENERAL INFORMATION FORM

PLEASE REFER TO THE DECLARATIONS OF YOUR POLICY. COVERAGE IS NOT AFFORDED WHERE ANY INSURED HAS KNOWINGLY CONCEALED OR MISREPRESENTED ANY MATERIAL FACT OR CIRCUMSTANCE CONCERNING THIS INSURANCE.

1. POLICY NUMBER: _____
2. NAME: _____
3. ADDRESS: _____
4. HOME PHONE: _____
5. WHAT COLLEGE DO YOU ATTEND: _____
6. IS THERE ANY OTHER INSURANCE WHICH MAY COVER THIS INCIDENT?
 (YES or NO) _____ IF YES, SPECIFY: _____
7. **DATE OF INCIDENT:** ___/___/_____
8. TIME DISCOVERED: _____ (Please specify A.M or P.M.)
9. DISCOVERED BY: _____
10. LOCATION OF INCIDENT: _____
11. DID YOU NOTIFY THE POLICE? (YES or NO) _____
 (a.) Department and Location: _____
 (b.) Investigating Officer and Case Number: _____
 (c.) Local Police Department or Campus Security Phone Number: _____
12. DAMAGE TO PREMISES/OR PERSONAL PROPERTY: (YES or NO) _____
 IF YES, DESCRIBE DAMAGES: _____

13. IF DAMAGED BY ANYONE OTHER THAN THE PERSON INSURED:
 NAME: _____
 ADDRESS: _____
 PHONE NUMBER: _____
14. BRIEFLY DESCRIBE IN DETAIL THE CIRCUMSTANCES OF YOUR INCIDENT: _____



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Re: Student Name: _____
 Student Policy Number: _____
 Date of Incident: ___/___/_____

Email Address: _____
 (You will be emailed when we are in receipt of your forms **PLEASE ALLOW 3-4 BUSINESS DAYS TO RECEIVE EMAIL**)

Please specify where and who to remit payment:

Name: _____
 Address: _____
 City: _____
 State: _____
 Zip Code: _____

Dear Student:

Enclosed is your **National Student Services** claim kit which includes a General Information form, Property Inventory form, Sworn Statement and Computer Checklist (if applicable). Please fill the forms out in their entirety and return along with a **hard copy of either the Campus Security or Police Report.**

Please include at least **one** of the following: **receipts, owner's manuals, invoices, or a picture of you with the item to prove possession.** This information is required to process the claim.

If this incident includes a computer and you do not have a receipt demonstrating the unit's specifications, you must fill out in its entirety the "Computer Check List" attached.

Our Claims Department can be reached at **1-800-256-6774** should you have any additional questions or concerns.

Sincerely,
 Student Property Claims Department on behalf of Hanover Insurance Company



SWORN STATEMENT

(Must be filled out in its entirety)

State _____

County _____

I, _____ affirm that:

1. I am a policy holder under policy number _____

2. My current address is _____

3. My permanent address is _____

4. Date of Incident: ___/___/_____ Location of Incident: _____

Description of Incident: (What happened?) _____

5. Police Department that was notified: _____

Date of police report: _____

Who filed the report: _____

6. Do you have secondary property insurance? (YES or NO) _____ If no proceed to question 7

Name of insurance company providing this insurance _____

Have they been notified of the incident? (YES or NO) _____

Payment received from secondary insurance? \$ _____

7. National Student Services may require from the policy holder an assignment of all rights of recovery against any party for loss to the extent that payment therefore is made by this company.

We must advise you that any person who knowingly and with intent to defraud any insurance company files a statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact thereto, commits a fraudulent insurance act, which is a crime.

By signing, I agree that the above statement is true and correct to the best of my knowledge and cannot be changed once submitted to the company.

Claimant (person filling out forms) _____

Print name

Sign name

Address _____



Computer Checklist

For computer/laptop claims only. Please disregard if not claiming a computer/laptop!

Please check the following that apply to your computer or laptop, if not-applicable please put N/A:

Name brand (Acer, Dell, Apple, etc.):
Model No:
CPU Type (Intel Pentium, Celeron, AMD):
Speed (GHz):
Hard Drive Size (GB):
RAM (GB):
Modem:
Software (OS):
Monitor/Screen Size:
CD-Rom:
DVD:
Any Other Software?: If purchased separately, proof of ownership is required.
Name
Policy #

PLEASE COMPLETE THE FORM IN ITS ENTIRETY