

## Auto Accident Checklist

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*Keep a copy in all of your cars.*

*Fill in your insurance information for quick access.*

Insurance Company: \_\_\_\_\_

Policy No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

*If you are in an accident, follow these steps:*

1. Stop your vehicle and if possible, move to a safe location.
2. Call 911.
3. Exchange information with other drivers and any witnesses.

Get the following basic information:

Name, addresses and phone numbers of all drivers and passengers involved in the accident

Vehicle tag number, make and model of each car involved in the accident

Vehicle operator's driver license number

Insurance company and policy number

Names and addresses of as many witnesses as possible

Names and badge numbers of police officers.

4. Take photos of your and any other involved vehicles. Make sure you capture images of all property damage and license plates.
5. Report your claim to your insurance company.
6. If you don't know what to do and need help, call Glenn Banner at **(904) 240-4401**.