

CLAIMS REPORTING PROCEDURES

All claims for the **Broadcasters BusinessPro Program**, regardless of severity or location, should be reported to the York Claims Intake Center. The York Claims Intake Center is ready to accept new losses and provides three ways for you to submit new loss reports:

1. **Email:** yorkclaimsintake@york-claims.com
2. **Telephone:** 1-866-391-9675 (YORK)
3. **Fax:** 973-404-9041
4. **Mail:** York Claims Service, Inc.
 99 Cherry Hill Road, Suite 102
 Parsippany, NJ 07054
 Attn: Jenai Russell, Manager

To expedite the handling of your new claim, the following information must be provided when reporting a claim:

1. Client Code: **1787**
2. Name of Insured:
3. Policy Number:
4. For notices that do not require action (ex. incident reports), clearly mark them as "REPORT ONLY".

The York Claims Intake Center will review all claims notices upon receipt and assign them to the appropriate York handling branch office. A claim acknowledgement will then be transmitted to the designated individuals advising them of the York claim number and the adjuster assigned to the claim.

Contacts:

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