

Following your rental company issuing you with an excess charge, please complete the below form and email to: [claims@insurance4carhire.com](mailto:claims@insurance4carhire.com); alternatively mail to: Specialist Claims – PO BOX 1192, DONCASTER, DN1 9PU.

**Claimants Details**

Policy Number:

Title:  Full Name:

Full Postal Address:

Date of Birth:  /  /

Preferred Contact Number (please tick)

Telephone Number:

Mobile Number (if different):

Email address:

**Car Rental Details**

Vehicle Registration Number:

Rental Company Name:

Period of Rental From:  /  /  To:  /  /

Make and Model:

Country of Rental:

Licence number of the driver involved:

**The Incident**

Date:  /  /  Incident Time:

Damage to the rental vehicle: Please supply full details of any damage to the rental vehicle include any damage/theft to your personal effects: In brief how did the incident occur, town/country it happened in and who was driving at the time of the incident?

Was a third party involved? Yes  No

If yes, are they claiming against you? Yes  No

### Details Of Any Police Involvement

Please Supply Copy Of Police Report If Applicable

Were the Police/Highway Patrol involved?

Yes

No

Police Department/Location:

Police Reference:

### Additional Information

#### Other Insurance and Witnesses

Is there any other insurance in force that may cover this incident? (Please provide full details including who issued the policy and number). Please provide details of any witnesses.

### Third Parties Details

Only complete if a third party was involved.

Full Name:

Address:

Telephone Number:

If a third party vehicle was involved please complete their details:

Registration Number:

Make and Model:

Name of Insurer:

Policy Number:

Who in your opinion was responsible for the accident?

Have you admitted liability?

Yes

No

Nature of their Injuries:

Nature of Damage caused to their property:

### Rental Excess Settlement Details

What is the total amount of Excess for the rental agreement?

Currency:

Have the rental company agreed to cover the damage charges directly via any other insurance office? Yes  No

If no, have you paid any amount to the rental company for the damage charges? Yes  No

Amount paid:

If paid, was this in full settlement of the amount the rental company hold you responsible for? Yes  No

Payment method:  Date of payment:  /  /

If no, how much are you being charged for the damage?

### Claim Settlement Details

If a claim is payable, would you prefer payment?  
 (Please tick) Cheque  Bank Transfer  IBAN

If you require payment by bank transfer or IBAN please supply the following information:

Name of Bank:

Name on Account:

Account Number:  Sort Code:

IBAN:  BIC:

### What you need to provide

**IMPORTANT:** Please read and sign the declaration overleaf. So that your claim is processed as efficiently as possible, please return your completed claim form to the claims team together with the following items and supporting documentation (if emailing your claim, you can scan it and attach to the email):

- Your Certificate of Insurance from insurance4carhire
- Copy of your rental agreement
- A copy of your charge receipt from the company
- Your copy of the accident damage report from the rental company
- A police report if you've been given one
- Where applicable - invoices / receipts / other documents confirming the amount you have paid in respect of accident / damage / loss etc. for which the rental company holds you responsible

## Declaration Of Insured

I declare that, to the best of my knowledge and belief, the answers given on this form and the documentation enclosed to support my claim are true and authentic. **I will return any reimbursement settled by Jubilee Service Solutions Limited or their administrators should the Rental Company later refund any of the costs charged.**

I authorise Jubilee Service Solutions Limited on behalf of the insurer to take any proceedings in my name, but at its own expense, which it deems appropriate to recover, for the benefit of the insurer, the amount of benefit paid to me under my Excess reimbursement Insurance policy.

I authorise Jubilee Service Solutions Limited to communicate with the insurer of the vehicles motor insurance policy to validate the claim where necessary and obtain details of any third parties who may be approached for the subrogation of my claim under this policy.

I consent to the seeking of information from other insurer's to check the answers I have provided and I authorise the giving of such information for such purposes.

By signing this declaration, I am allowing Jubilee Service Solutions Limited and its agents to process my claim using the information that I have provided. It may also respond to enquiries from the police concerning my policy or claim in the normal course of investigations.

Insured's signature:

Date: