

CSAC Excess Insurance Authority (CSAC EIA)
Master Crime Program Claim Reporting Procedures

1. The member is responsible for:
 - Reporting details of the loss as soon as possible to Elaine Tizon and Robert Frey at Alliant Insurance Services, Inc.
 - Completing all applicable claim forms and sending to Elaine Tizon and Robert Frey promptly (claim form will be provided to member by claims department upon review of claim details)
 - Copying Elaine Tizon and Robert Frey on all correspondence to the carrier

2. Claims may be reported by email, fax or mail to the contacts listed below:

Alliant Insurance Services, Inc.
Claims Department
100 Pine Street, 11th Floor
San Francisco, CA 94111-5101
Phone: (415) 403-1400 Fax: (415) 403-1466

Robert Frey, Claims Manager

Elaine Tizon, Claims
Account Administrator

Direct Line: (415) 403-1445

Direct Line: (415) 403-1458

Email: rfrey@alliant.com

Email: Elaine.Tizon@alliant.com

3. The Alliant Claims Department is responsible for:
 - Contacting the member
 - Sending any claims forms that need to be completed
 - Following up on claims forms
 - Reporting the loss to the carrier within reporting timeframe
 - Working with the member throughout the claims process