

# How to Submit a Claim

There's been an incident, and now you need to file a claim. Don't worry—[that's why you're insured with us](#). Here's what you need to know.

*If you need to report a claim, you have two options:*

1. Ask your insurance broker to report the claim to Nonprofits Insurance Alliance. Your broker will send their required forms by email to [newclaims@insurancefor nonprofits.org](mailto:newclaims@insurancefor nonprofits.org)  
OR
2. Complete and submit the appropriate reporting form:

Incident	Form
Motor vehicle incident	<a href="#">Motor vehicle incident</a>
General Liability	<a href="#">All other incidents</a>

A copy of these forms is attached to your policy, but additional forms are available through the links in the chart above. Send the forms to [newclaims@insurancefor nonprofits.org](mailto:newclaims@insurancefor nonprofits.org). We will notify your broker and send you an acknowledgement. Thank you!

## Emergency Situations

If you need to report a claim during **non-business hours** and cannot reach your broker, call 1-866-718-1947. This number should *only* be used for true claims emergencies.

## Report claims immediately.

There is no negative impact on your policy for reporting an incident. When in doubt, report it!

If you have any questions concerning whether to report an incident or claim, call your insurance broker. Your insurance broker has the expertise to assist you.

## How do I know when an incident requires that I report a claim?

- There's been an accident.
- Someone has been hurt.
- Property has been damaged.
- You've received a letter of representation or were served a lawsuit.
- You've reported a serious incident result to a licensee.
- You think someone ought to know just in case.

## Documents Referenced

To learn about our philosophy on handling claims, read, "[For NIA Members and Brokers / FAQs When Filing a Claim](#)"



[insurancefor nonprofits.org/how-to-submit-a-claim](https://insurancefor nonprofits.org/how-to-submit-a-claim)



The insurance policy, not this brochure, forms the contract between the insured and the insurer. The policy may contain limits, exclusions, and limitations that are not disclosed in this brochure. Coverages may differ by state.

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