



# ARCHDIOCESE OF INDIANAPOLIS

*The Church in Central and Southern Indiana*

## **Director of Parish Financial Services**

1400 N. Meridian Street, Indianapolis, IN 46202-2367  
P.O. Box 1410, Indianapolis, IN 46206-1410

317-236-1558 800-382-9836, ext. 1558  
Fax: 317-236-7327

January 2015

Dear Pastor/Administrator/Deacon/Agency Director/Principal/Parish Life Coordinator/Business Manager:

As before we are posting our property, liability and worker's compensation coverage and all insurance forms on-line. On our web site you will find many pieces of information relating to the insurance coverage for your entity along with the appropriate forms. ([www.archindy.org/insurance](http://www.archindy.org/insurance))

1. The first item on our website is the **Insurance Questionnaire**. It can be found under Other Forms/Letters. I ask that you please complete this form and return it to Management Services as soon as possible.
2. You will also find a form titled **Vehicle ID Form**. If applicable, this form should be completed every time that you add a new vehicle for coverage and sent to the Office of Management Services. A form titled **Drivers' Record** is also on our website. Please update the most current information for your drivers.
3. A letter from Marge Rzepka, of Gallagher Bassett will also be enclosed and posted on our website, explaining how to process property, liability and worker's compensation claims, along with forms and samples of how to complete the forms. Please remember, all property, liability, vehicle and worker's comp claims are handled by Gallagher Bassett Insurance Services. Please do not contact any other company for any of these claims. If you are not sure, call this office first.
4. **The Student Accident Insurance Form** should be mailed directly to Gallagher Koster. Student Accident claim forms and Student Accident Brochures can also be found on the internet. Go to [www.archindy.org/insurance](http://www.archindy.org/insurance).
5. You can also find the **Special Events Application** for those outside groups or wedding parties who want to rent your facilities that will need to provide insurance for the event. Go to [www.archindy.org/insurance](http://www.archindy.org/insurance).
6. A list of vehicles that you have covered on the Archdiocesan Vehicle Insurance policy will be sent under separate cover. Please check this information carefully when it's received and report any errors to our office. **We do not send out Insurance ID Cards**. If an accident does occur, our self-insured policy number is S.I. 1402515. Call Jerry Pachciarz to report an accident and he will provide proof of insurance for you. 1-574-344-2923 or Fax # 1-855-802-0077.

If you have any questions on this, do not hesitate to contact me at the telephone number given above. We will help you in whatever way we can. We would like to receive this information back no later than February 26, 2015.

Sincerely,

  
Michael J. Witka

Director of Risk Management Services