



# EXECUTIVE RISK CLAIMS GENERAL GUIDELINES IN FILING PROOF

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Executive Risk Claims, such as Commercial Crime, Directors & Officers, and similar matters are insured with an outside insurance company not owned by the Seventh-day Adventist Church. ARM forwards your claims materials to the outside company for review as you submit them.

The policy requires the General Conference to file an affirmative proof of loss with full particulars within four months following the date of discovery. There is no formal proof form required, but the company requests a letter outlining the specific details of the loss, supported with copies of any documents used to establish the amount of the loss and the fact that the loss resulted from the thefts by an employee.

A general outline of points to consider in filing proof is as follows:

1. A narrative report including specific facts as to how, when and by whom the loss was discovered. Please be as specific as possible with respect to confirming dates and times. Any background information relating to your business would also be beneficial.
2. Documentation from personnel records pertaining to the employee including copies of employment and bond applications, W4 and W2 forms, resumes, etc., and advise as to whether or not there are any credits due the employee which may offset the loss. Confirm the hire and termination dates of any of the employees involved.
3. An explanation of the duties and responsibilities of the suspect in relation to the normal operational procedures of the business, and how the employee deviated from these procedures.
4. An itemized claim specifying the exact amount of the loss being claimed, attaching all supporting documentation and a full explanation of each document.
5. Copies of police reports, indictments, warrants, statements, etc., and the results of police investigation and court proceedings. If you have elected not to report this to the authorities, please advise why not. If police reports are unavailable, please provide the names and phone numbers for any investigating officials.
6. Any additional information believed to support the allegation that the loss resulted from theft by employee.

We also request that all information compiled to date be forwarded to our office as soon as possible so we may forward it to the outside insurance company so they can begin their investigation.