

## General Liability

General Liability Insurance is provided by the State of Florida as required in accordance with Florida Statute 284. Coverage includes protection of the University, its officers, employees, agents, and designated volunteers while acting within course and scope of employment against any damages resulting from the actions or inactions of the University. This is mandatory insurance. The University, through the State of Florida, has sovereign immunity to the extent specified in Florida Statute 768.28 with coverage of \$200,000 per person up to a total of \$300,000 per occurrence. All claims are administered by the Department of Financial Services. Notification to Florida State University is not considered as reporting a loss. Your claim must be served upon the Department of Financial Services for consideration.

### **Premium Payment**

Departments are charged an annual premium assessment by the University based upon the loss experience of the department. Questions concerning premiums may be directed to the Senior Accountant at 850-644-6898.

### **How to File a General Liability Claim**

Any person wishing to file a claim against the University or the State of Florida should be directed to this website or forwarded to the Insurance & Claims Manager with the Department of Environmental Health & Safety for assistance. If the person filing a claim is a minor, the claim must be made by a parent or legal guardian. If the claim is filed by a person of legal age, they will be the contact for the loss unless permission is extended in writing to speak to another party.

Advising the University directly of an incident does not constitute the official filing of a General Liability Claim in accordance with Florida Statutes 768.28. A claim must be filed with the Department of Financial Services.

When filing a claim, the forms listed below must be completed and forwarded to the addresses listed below.

#### **Risk Management Mailing Address:**

Florida Department of Financial Services  
Division of Risk Management  
200 E. Gaines St.  
Tallahassee, FL 32399-0338

#### **Florida State University Department of Environmental Health & Safety Mailing Address:**

Environmental Health & Safety  
P.O. Box 3064481  
Tallahassee, FL 32306-4481

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#### Forms

- General Liability Loss Report [[PDF](#)]
- Incident Report (Notification of a witness event) [[DOC](#)] [[PDF](#)]
- General Liability Claimant Checklist [[DOC](#)] [[PDF](#)]
- Lien Disclosure Statement [[DOC](#)]
- Request for Taxpayer's Identification Number & Certification (IRS W-9) [[PDF](#)]