



DEPARTMENT OF ENVIRONMENTAL HEALTH & SAFETY

Risk and Insurance Services

1200 Carothers

Tallahassee, Florida 32306-4481

Phone: 850.644.6895 Fax: 850.644.8842 Web: www.safety.fsu.edu

GENERAL LIABILITY CLAIMANT CHECKLIST

To file a General Liability Claim please ensure that the following documentation listed below is completed and provided to the Insurance and Risk section within Environmental Health and Safety and the Florida Department of Financial Services through the State Risk Management Trust Fund at the addresses listed below:

- Obtain a General Liability Loss Report form from the Insurance and Risk Staff or access a copy from the web at www.safety.fsu.edu.
- Obtain 2 estimates for damage repair. (If Applicable)
- Copy of Police Report. (If Applicable)
- Complete Lien Disclosure Statement.
- Complete Request for Taxpayer Identification Number and Certification. (IRS-W9)

The Division of Risk Management is the responsible authority for deciding to accept or reject a claim not Florida State University.

Risk Management Mailing Address:

Florida Department of Financial Services

Division of Risk Management

200 E. Gaines St.

Tallahassee, Florida 32399-0338

Florida State University Mailing Address:

Environmental Health & Safety

P.O. Box 3064481

Tallahassee, FL 32306-4481