

Town and Country Insurance Agency, Inc.
What to do at the scene of an Auto Accident
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These instructions and the accompanying accident worksheet should be kept in any vehicle you own to assist you in obtaining required information in the event of an accident.

1. **STOP** but do not obstruct traffic if possible. Move to the shoulder or "safe area" to prevent any further damage.
2. **ALWAYS** contact police immediately.
3. **SECURE**
 - a. Names of all involved
 - b. Phone numbers
 - c. Addresses of other drivers
 - d. Make, model and license plate number of all involved vehicles
 - e. Insurance company and policy number for all vehicles
 - f. Names and phone numbers of witnesses

The police officer will often assist with this information.

4. **NOTIFY** the claims department at Town and Country Insurance Agency as soon as possible.

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Accident Worksheet—Page 2 of 2

Date of Accident: _____ Time: _____

Your Full Name: _____

Exact Location of Accident (include county): _____

Responding Policy Officer (badge #): _____

Insured Driver Involved

Name of Driver: _____ Vehicle Owner: _____

Address: _____

Home Phone: _____ Work Phone: _____

Insurance Company Name: _____

Year, Make and Model of Vehicle: _____

License Plate Number: _____

Other Driver(s) Involved

(use reverse side if more drivers involved)

Name of Driver: _____ Vehicle Owner: _____

Address: _____

Home Phone: _____ Work Phone: _____

Insurance Company Name: _____

Year, Make and Model of Vehicle: _____

License Plate Number: _____

Witness

1. Name: _____ Phone: _____

Address: _____

2. Name: _____ Phone: _____

Address: _____

On the back of this form or on an additional sheet please provide a detailed description of the accident and any additional remarks.