**INSTRUCTIONS FOR REPORTING LOSSES**

If you are seeking compensation from the **Type Your RC Name Here** for bodily injury or property damage, please complete the enclosed Loss Form and return it (with any attachments) to our office located at **Type Your RC Address Here**. Your completed Loss Form may also be mailed directly to Claims Department, PO Box 15067, Lansing, MI 48901 for processing.

Losses reported to the **Type Your RC Name Here** are evaluated on a case-by-case basis by the Claims Department and are adjudicated according to Michigan law. The **Type Your RC Name Here** has no independent authority to settle or compensate alleged losses.

The enclosed Loss Form is utilized by the Claims Department for administrative purposes only and should **not** be construed as legal advice. Completion of the Loss Form does not imply that you will be compensated for your loss or that the Road Commission is liable for any asserted damages. The Loss Form does **not** constitute, substitute for, or replace any legal notice required by any statute or law in the State of Michigan, whether contained in the Governmental Tort Liability Act, MCL 691.1401, et seq., or otherwise. By providing and/or accepting the Loss Form, the Road Commission does not waive any defense available to it under the laws of the State of Michigan.

Please allow 3-4 weeks for processing.