

Instructions to MRCSIP Members for Managing Losses against the Road Commission asserted by Third Parties

This email (packet) contains the following documents which (by law) **must** be provided to the third party:

- Instructions
- Third-Party Loss Form

The Instructions are included in this mailing as an MS Word document, to make it easier for you to customize for your Road Commission:

- You need to open this document and replace the bold text with your Road Commission's name before sending to the third-party claimant. You can add your logo, place the instructions onto your letterhead, or add any other customization you feel is appropriate. Please remember to save this document as an Adobe Acrobat PDF before distributing electronically to third-parties.
- The Instructions, as included, advise the Third Party to mail the loss form to our Claims Office. Your Road Commission should expect a call within a day or two of receipt.
- If your Road Commission would prefer to evaluate these losses before sending them in to MRCSIP, please change the Instructions to ask the Third Party to return the Loss Form to your office for forwarding to us. You can then mail them to the Claim Office PO Box, or email them to claims@mrccsip.org.

The Third-Party Loss form is being included as a fillable Adobe Acrobat PDF document. You may distribute this document digitally; however, it may also be printed and distributed.

If you have any questions, please call us....1-800-842-4971