

Please contact Matt Wamback directly on any claim. If there is an accident between two vehicles (state owned vs. a personal auto) please have the state employee fill out the appropriate paperwork and have the paperwork emailed/faxed directly to Matt's attention. Please use this link to report any claim involving two vehicles:

<http://www.massachusetts.edu/treasurer/ownedauto.html>

Any accident involving a University leased vehicle, please have this paperwork filled out. Again please email/fax it directly to Matt:

<http://www.massachusetts.edu/treasurer/leasedauto.html>

If there is an accident involving any University property that's not a vehicle, or any accident resulting from University negligence please go to the following website and click on the claims reporting link. You would also use this form for any injuries sustained on campus not related to an auto accident.

<http://www.massachusetts.edu/treasurer/insuranceclaims.html>

Please have these forms filled out regardless of fault. In addition, please make sure a police report is filled out and sent to Matt's attention.

Any accident no matter how big or small should be reported. From there our office will investigate the accident and determine if the University is negligent or not. **The Campuses do not have the authority to make a payment without approval from the Treasurer's Office.**

For accidents between \$0-\$2,500, the Treasurer's Office has the authority to make payment. This is granted under Massachusetts General Laws Chapter 258. After the claim is fully investigated, our office will contact the appropriate campus contact and advise them to process the payment to either an individual or insurance company. The campus then has to make the payment, is responsible for processing any checks and makes sure the appropriate parties are paid. Once instructed to make a payment, the check usually is processed within 3-6 weeks.

For payments between \$2,500-\$20,000 the Attorney General's office needs to approve all claims. The Treasurer's office still investigates the claim and then submits letters to General Counsel stating why the University is negligent and why a payment should be made. General Counsel then contacts the AG offices and asks for approval on the payment. Once approval is given, General Counsel contacts the State Comptroller, and payment is processed. It usually takes 3-6 months to process a payment.

Any claim over \$20,000 needs to be approved by the Secretary of Finance. The Secretary can either approve the Treasurer's Office recommendation of payment or deny payment and settle in suit. The Treasurer's Office still investigates the full claim.

Before any payment is processed, the third party, either individual or insurance company, needs to sign a waiver releasing the University from any future payment. We can not instruct the campus to pay without a signed waiver.

We recommend that all third parties go through their own insurance company due to the time it takes to process a signal payment and due to waivers that need to be signed. If an insurance company or claimant does not agree with our offer, we then contact General Counsel and discuss with them whether or not the claim is worth fighting in suit or if it should be paid at 100%.

If the University is not at fault for an accident, please fill out the above forms and then we will investigate and then subrogate against the appropriate insurance company to recoup our losses.