



Business Interruption Claim Reporting Guide

Business Interruption insurance is a coverage that replaces lost business income and pays for expenses due to direct physical damage to a covered location and caused by or resulting from a Covered Cause of loss.

This coverage or insurance is not sold as a separate policy but is an additional coverage typically found under your property insurance policy.

When Reporting Your Claim:

When you have determined your business has been adversely affected due to a loss, you should notify your insurance carrier as soon as possible.

When reporting your claim, you will want to think of the following information:

- Your policy number
- Date your business was first impacted
- What was the cause of loss? (Damaged property, lost revenue, etc)
- Was there a governmental order that resulted in the necessity of action to take place such as shutting down business?
- Obtain/provide a copy of any governmental order if available

What Documentation is Needed?

You'll want to start gathering the following documentation to provide to the claim adjuster. This will help and expedite the claim adjuster's investigation:

- 12 to 24 months of financial records such as profit and loss statements
 - Monthly P&L statements
 - Monthly & daily production reports
 - Monthly inventory
 - Monthly cost accounting reports
 - Invoices & purchase orders
- Budget for the impacted operation
- If applicable, documentation supporting cancellation of revenue producing events



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