

Tips on filling out the DMV Accident report:

- The very top of the form should have your agency's name and number also a division number if you have one.
- Make sure there is an address for the parking lot where the vehicle was parked in cases of hail claims or parking lot accidents.
- There is a small section on the right hand side of the form where you are to list the plate number and equipment number, you can find both of these numbers on your mileage log.
- Please fill out the "driver's" section (even if no one was driving) in its entirety, with the exception of driver's license if no one was in the car at the time of the incident.
- The owner's section of the report needs to have your agency's information NOT TSB's information.
- Under the diagram there are 2 boxes, "date of this report" & "prepared by", date & sign, just typing in your name will not be enough for the insurance company.
- If you have one of the legal sized forms from the car, when scanning or faxing in the report change the settings to scan/fax the entire report to 8 ½ x 14
- If using the one attached please hit "shrink to fit" when printing to print the entire report on 8 ½ X 11 paper