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Date: May 1, 2024
From: Joseph Spargo
To: Archdiocese of Atlanta Vehicle Owners
Re: Auto Coverage Renewal
Church Mutual Insurance Company Liability
Archdiocese of Atlanta Self-Insured Physical Damage

The Archdiocese of Atlanta automobile coverage renewal with Church Mutual Insurance Company (CMIC) has been completed for the May 1, 2024 to May 1, 2025 term. Enclosed please find your updated Auto ID Card(s) for each covered vehicle. The auto ID card should be kept in the corresponding vehicle for proof of coverage. You will notice that the card contains your specific vehicle information. Please look this over carefully and advise if any edits are needed. The address on the ID card should be the physical location where the vehicle is garaged. The following forms are also included:

- **Automobile Summary of Coverage**
 - Please note, effective May 1, 2024 the physical damage deductible for comprehensive and collision increased from \$600 to \$700.

- **Vehicle Change Request Form**
 - Report any vehicle or garaging address changes to Tamera Whavers, Service Office Assistant/Claims Processor at twhavers@catholicmutual.org.
 - Alternatively, changes can be submitted by completing the online form at the following link:
<https://app.smartsheet.com/b/form/de367c6428b8422da2e9363543544806>

- **Vehicle Rental Form**
 - Please complete in the event you rent a vehicle and need proof of coverage. Submit to Tamera Whavers at twhavers@catholicmutual.org with a copy to Jordan Harper jharper@catholicmutual.org. This request should be submitted at least 5 days in advance so that there is enough time to get a certificate prepared for proof of coverage so that the rental insurance offered at the rental company will not need to be taken.

REMINDER: DO NOT RENT OR PURCHASE AN 11+ PASSENGER VAN DUE TO SAFETY HAZARDS AND WARNINGS ISSUED BY THE NTSB. EXCLUDED FROM COVERAGE.

Please keep the above forms in your file with a copy of your ID card. These may be copied and used throughout the policy term. Copies can also be downloaded at **Archatl.com**.

Proof of Insurance requests from your lienholder should be sent to Tamera Whavers at twhavers@catholicmutual.org with a copy to Jordan Harper at jharper@catholicmutual.org, for processing along with all the accompanying documents such as title, registration, bill of sale, etc., including your phone number. Any contract which requires proof of automobile insurance should be sent to Tamera Whavers and Jordan Harper as well.

The renewal billing is generated from the Archdiocese of Atlanta Finance office. You will receive the new annual billing in July. In the event of a claim, please call Jordan Harper at 404-920-7377. If Jordan is unavailable, please call auto claim reporting at 1-855-807-3262.

If you have any questions regarding this information please email me (JSpargo@catholicmutual.org), Jordan Harper (jharper@catholicmutual.org) or Holly Orsagh (horsagh@archatl.com).

Sincerely,

A handwritten signature in black ink, appearing to be 'J Spargo', written over a horizontal line.

Joseph Spargo, Account Manager