



CATHOLIC MUTUAL GROUP
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Date: April 30, 2018
From: Paula Aguilar
To: Archdiocese of Atlanta Vehicle Owners
Re: Auto Coverage Renewal
Church Mutual Liability
Policy # 0320717-09-109737
Self-Insured Physical Damage
Term: May 1, 2018 to May 1, 2019

Effective May 1, 2018 the Archdiocese of Atlanta automobile coverage is being renewed with Church Mutual for an annual term.

Enclosed is your new Auto ID Card(s) for the upcoming term for each covered vehicle. Please keep your auto ID card 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 change is necessary. The address on the ID card should be the physical location where the vehicle is garaged.

Also included are the following forms:

- Automobile Summary of Coverage
- Vehicle Change Request Form – Report any changes to vehicle or garaging address and email to Jeffery Dean, Jdean@archatl.com and Amanda Stoltenberg-Guzallis, astoltenberg@catholicmutual.org.
- Vehicle Rental Form – please complete in the event you rent a vehicle and need proof of coverage. Submit to Amanda Stoltenberg-Guzallis (Catholic Mutual, astoltenberg@catholicmutual.org with a copy to Jeffery Dean Jdean@archatl.com. 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 May 1, 2018 to May 1, 2019. These forms are also available on the AOA web site under Finance, and on the Catholic Mutual website under “My Diocese” as well (user ID: 0348atl, password: service).

PROOF OF INSURANCE: Requests from your lienholder should be sent to Jeffery Dean (Jdean@archatl.com) or 404-920-7418 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 Jeffery Dean 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 contact our auto claim reporting #1-855-807-3262 and they will assist you.

If you have any questions regarding this information please email Stacy (sebeling@catholicmutual.org), Amanda Stoltenberg-Guzallis (astoltenberg@catholicmutual.org), Jeffery Dean (JDean@archatl.com) or Michael Warren (MWarren@archatl.com).

Thank you.