

VEHICLE SERVICE CONTRACT TRANSFER FORM

Please complete this form and send it to the Administrator (with the appropriate transfer fee), in the event that the sale of Your Vehicle and the Vehicle Service Contract is to be transferred to the new owner (i.e., Vehicle is sold through consignment or private party). Please note the following:

- 1) This transfer CANNOT be made if the title transfer passes through an entity other than the subsequent buyer (i.e., the Vehicle is traded in on the purchase of another vehicle at the dealership, leasing agency or entity/individual in the business of selling automobiles, or in the event of valid repossession by the lien holder). A copy of the "Bill of Sale or Title Transfer" may be required to complete the transfer.
- 2) The transfer of the Vehicle Service Contract **must** be accomplished within thirty (30) days of the sale of Your Vehicle.
- 3) Any remaining factory warranty **must** also be transferred at the same time. Future claims will be adjusted on the basis that the remaining factory warranty was transferred, whether or not this was accomplished.
- 4) Copies of all maintenance records showing oil changes and other factory required maintenance must be submitted to the Administrator and given to the new owner. These maintenance records must be retained along with similar documentation for future maintenance work which the new owner has performed in accordance with the Maintenance Requirements of the Vehicle Service Contract. The Administrator will review and verify these documents for compliance with the factory requirements to validate the transfer.
- 5) A transfer fee of one hundred dollars (\$100), or as otherwise indicated by your state, is required and must be submitted with this transfer form. Checks should be made payable to the Administrator as listed on Your Application Page.
- 6) Please check the Transfer Section of the Vehicle Service Contract for any additional transfer provisions that may be required by the Contract.
- 7) This Contract can be transferred only once. This transfer must be initiated by the original Contract Holder.
- 8) If a balance is owed on this Contract to a premium finance company the original Contract Holder and the subsequent Contract Holder must make arrangements with the premium finance company to transfer the balance due on this Contract to the subsequent Contract Holder. This Contract transfer is contingent on the proper registering and acceptance of the balance transfer with the premium finance company. If the balance transfer is not accepted the premium finance company may cancel this Contract.

TRANSFER FORM

(Please Print)

Contract Number	<input type="text"/>	VIN	<input type="text"/>	(Last 6 digits only)
Date Vehicle Transferred	<input type="text"/>	Mileage at time of sale	<input type="text"/>	
Name of (New) Vehicle Owner _____				
Address _____				
City	State	Zip Code	<input type="text"/>	
Telephone	<input type="text"/>	Purchase Price to New Owner	\$	<input type="text"/>

IMPORTANT NOTE: Coverage will not be effective until the Original Owner signs this form as indicated and the New Owner receives a notification letter from the Administrator. Call the Administrator at the number below if a letter does not arrive within thirty (30) days of submitting this transfer.

By my signature, I hereby verify that the information shown on this form is true, correct and complete.

Print Name _____ Telephone

Signature of Original Owner _____ Date _____

New Owner _____
(Please Print)

New Owner Signature Date

ATTN: Contract Administration Dept/Transfers
PO Box 398
Dublin, OH 43017
Toll Free 1-888-218-5329
Toll Free FAX – 1-888-810-2317