

## Premier Dealer Services Product Cancellation / Transfer Form

|  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Transfer*<br><input type="checkbox"/> Cancellation* | *GAP Products must use GAP specific transfer or cancel form.   |   |  |
| Reason for Cancel:   | <input type="checkbox"/> Sale Unwind (requires letter on letterhead from dealer)   | <input type="checkbox"/> Customer Request (customer must sign this cancel form) |  |
|  | <input type="checkbox"/> Repossession (requires letter on letterhead from lender)  | <input type="checkbox"/> Total Loss (customer must sign this cancel form)       |  |
| Send refund check to:  | <input type="checkbox"/> Lienholder <input type="checkbox"/> Dealer <input type="checkbox"/> Consumer (Proof of payoff from lienholder is required to refund customer) |   |  |

Product to be Cancelled/Transferred: \_\_\_\_\_ Contract Number (include prefix) \_\_\_\_\_  
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**A copy of the consumer contract for each product being cancelled or transferred must be provided with this form.  
 Cancel fee will apply as stated on consumer contract.**

| Vehicle Information  |                      |                   |                  |
|--|----------------------|-------------------|------------------|
| YEAR   | MAKE                 | MODEL             | VIN              |
| CONTRACT PURCHASE DATE   | CANCEL/TRANSFER DATE | PURCHASE ODOMETER | CURRENT ODOMETER |
| Consumer Information (Proof of payoff from lienholder is required to refund customer.) |                      |                   |                  |
| CONSUMER/TRANSFEROR NAME   |                      |                   |                  |
| ADDRESS  |                      | TELEPHONE         |                  |
| CITY   | STATE                | ZIP               |                  |

Consumer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| Dealer Information |       |               |  |
|--------------------|-------|---------------|--|
| DEALER NAME        |       |               |  |
| ADDRESS            |       | TELEPHONE     |  |
| CITY               | STATE | ZIP           |  |
| CONTACT NAME       |       | CONTACT TITLE |  |

Dealer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| Lender Information |       |           |  |
|--------------------|-------|-----------|--|
| LENDER NAME        |       |           |  |
| ADDRESS            |       | TELEPHONE |  |
| CITY               | STATE | ZIP       |  |

| Transferee Information (If Applicable)** |       |           |  |
|--|-------|-----------|--|
| TRANSFEREE NAME                          |       |           |  |
| ADDRESS                                  |       | TELEPHONE |  |
| CITY                                     | STATE | ZIP       |  |

Transferee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*All provisions of the Transfer section of the contract must be complied with in order to affect transfer including copies of requested materials and transfer fee payment via check. Payment must be made payable to the administrator Premier Dealer Services, included with this form and mailed to Administrator at address below. Please contact us at the number below if you are unsure of the fee amount due. Transferee coverage will not be effective until the Administrator confirms approval of the transfer in writing.**

Administrator: Premier Dealer Services  
 Address: P.O. Box 23038 San Diego, CA 92193-3038  
 Phone: 800-886-8176 Fax: 866-766-8547 Email: CancelProcessing@pdsadm.com



Effective 4/6/12

### SERVICE CONTRACT REQUEST TO CANCEL

Customer Request     Another Party Request

Contract Number: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Name of non-customer making request (if applicable): \_\_\_\_\_

Year Make Model of Vehicle: \_\_\_\_\_

Effective cancellation date requested: \_\_\_\_\_ Cancellation mileage: \_\_\_\_\_

Is there a Lien Holder: Yes    No    If yes, name of Lien Holder: \_\_\_\_\_

Name of Dealership that sold the contract: \_\_\_\_\_

Dealership Account Number: \_\_\_\_\_

**CUSTOMER CANCELLATION REQUEST:** A Customer may terminate (cancel) a Service Contract for any reason by providing the Selling Dealer with the Customer's copy of the service contract and a written notice of the customer's desire to terminate the contract. This form provides the required written notice. If there is a lien on the vehicle, the refund check will be made payable to the Customer and the lien holder. A cancellation fee will be charged to the customer as stated in the Service Contract.

**Reason for Cancellation (Please check appropriate box):**

Traded or sold vehicle     Total loss of vehicle due to accident or theft

Deal unwound     Repossession     Customer request

Other, please explain \_\_\_\_\_

Customer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NON-CUSTOMER CANCELLATION REQUEST:**

Explain reason for request: \_\_\_\_\_

**PAYEE INFORMATION:**

Payee on any refund: \_\_\_\_\_

Non-customer signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Submit this form to:***  
**IAS**  
**Administrative Offices**  
**10800 Pecan Park Blvd Suite 410**  
**Austin, TX 78750**  
***Or fax to: 512.257.4779***