

GAP CLAIM WORKSHEET

Please complete this worksheet and fax as many of the items as possible in the checklist to 512-485-2659 or 512-485-4869. Please reference the policy number on any faxes. If the entire worksheet cannot be completed, *be sure* to at least fill out the **bolded items**. Thank you so much for your help.

Customer Name: _____ **GAP Policy Number:** TX-F _____

Address: _____ Date of Purchase: _____

City/State/Zip: _____ **SSN:** _____

Daytime Phone Number(s): _____ Email: _____

Year: _____ Make: _____ Model: _____

VIN: _____ Miles on vehicle: _____

Lender (Bank or Lien Holder) Name: _____

Phone number(s) for Lender: _____

Loan Account Number: _____ Was this Vehicle Refinanced? Y N

Was an Extended Warranty purchased? Y N Refund Amount: \$ _____

(Please cancel the above policy at the dealership effective on the date of loss; refund to lender)

Was a Credit Life/Disability policy purchased? Y N ... Refund Amount: \$ _____

(If you choose to cancel the above policy, cancel at the dealership effective on the date of loss; refund to lender)

Date of Loss: _____ City and State where the loss occurred: _____

Loss Description: _____

Auto Insurance Company: _____

Claim Number: _____

Total Loss Adjuster's Name: _____

Phone Number(s): _____

Reported by: _____ **Relation to the Customer:** _____

CHECKLIST OF DOCUMENTS NEEDED TO COMPLETE THE GAP CLAIM:

(Documents are available from the lien holder, dealership, and/or insurance company, as referenced below)

___ Retail Installment Sales Contract *† ___ ACV (Actual Cash Value) Evaluation ∞

___ Auto Payoff effective on the Date of Loss * ___ Breakdown of Settlement ∞

___ Entire Loan Payment History * ___ Repair Estimate ∞ (if available)

___ Refund Amount(s) for the Extended Warranty and/or Credit Life/Disability contract(s) †

___ We require a Police Report ∞ for all thefts

* Available from Lender (Bank or Lien Holder); **Payoff and Loan History MUST come from lien holder**

† Available from Dealership

∞ Available from Insurance Company