



OLD REPUBLIC INSURED AUTOMOTIVE SERVICES

8282 S. Memorial Drive, Ste. 202, Tulsa, Oklahoma 74133 | 800.331.3780

GAP CLAIM REPORTING FORM

110915

In order to process your GAP claim, we will require the documentation listed below. Please complete this form, along with the Vehicle Options Form, sign and Fax, Mail or Email the forms with the required documentation prior to the Deadline which is 90 days from the date of your primary insurance settlement date. If the required documentation is not received by the deadline described above, we will not be able to process your claim.

Phone: 800-331-3780 ext 8803 | **Fax:** 918-250-4873 | **Email:** gapclaims@orias.com

Today's Date: _____ Date of Loss: _____

Customer Name, Address, Phone _____

Type of loss: Collision Theft Fire Other (explain): _____

Customer Signature _____

Required Documentation:

Where to Obtain:

- | | |
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| 1. Copy of the insurance company's <u>Settlement Check(s)</u> | Primary Insurance Co./LENDER |
| 2. Copy of insurance <u>Settlement Breakdown</u> , including Actual Cash Value, applicable taxes or tag fees, deductible amount and settlement Figure. (This must equal the settlement check above.) | Primary Insurance Co. |
| 3. Full insurance <u>Evaluation Report</u> which must show how the Company determined the Actual Cash Value of the vehicle and includes mileage at the date of loss and any options on the vehicle. | Primary Insurance Co. |
| 4. <u>Payment History</u> (complete from the inception of the loan) | Lender |
| 5. <u>Loan contract / Retail Installment Loan Agreement</u> | Dealership or Lender |
| 6. <u>Warranty Contracts / Credit Life & Disability</u> such as service contract, maintenance agreement, tire & wheel protection, theft protection, etc.
CONTACT THE DEALERSHIP TO START THE CANCELLATION PROCESS.
We also need the amount of the cancellation refund for these contracts. | Dealership |
| 7. Copy of <u>Buyers Order or Bill of Sale</u> for vehicle | Dealership |
| 8. Copy of the <u>complete and official Police Report with narrative</u> | Police Department or Insurance Company |
| 9. <u>Vehicle Options Form</u> | www.orias.com |

Due to the Gramm-Leach-Bliley Act (Privacy Act), we are not able to gather this information for you. Please make every effort to provide the necessary information for us. Without it, we are not able to process your claim.