



Vehicle Service Contract Purchase Price Refund

Customer Information

Name:	Telephone:		
Address:	City:	State:	Zip:
Fax:	Email Address:		

Dealer Information

Name:	Date of Purchase:		
Address:	City:	State:	Zip:

Vehicle Service Contract Information

VSC Company Name:	Telephone:		
Address:	City:	State:	Zip:
VSC Number:	Date Issued:	Expiration Date:	
Term: Months:	Miles:	Expiration Miles:	

Vehicle Information

Year:	Make:	Model:	VIN:
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Signed Release by Customer:

The contract holder, whose signature appears below, attests that there have been no claims made under the VSC described above including claims for road service (tires, lost key, lock-out, etc).

Customer Signature

Printed Name

Date

Documents Required for Refund (Please send legible copies)

1. Copy of Vehicle Service Contract
2. Copy of **Current** Vehicle Registration
3. Copy of Sterling VSC Buy Back Agreement
4. Refund Application (including signed release) – THIS FORM
5. Current Odometer Statement (if expired by mileage) – must include vehicle year, make, model, & VIN
 - a. Odometer Disclosure Statement provided and completed by the DMV **OR**
 - b. Statement of Mileage verified and signed by a law enforcement officer or a notary public
6. Copy of Buyer's Order, Finance Contract, or Bill of Sale
7. Copy of Photo Identification
8. Written confirmation from the Vehicle Service Contract administrator that no claims have been paid up to the expiration date of the vehicle service contract.



All claim information must be mailed to the administrator at the address below within the time limit listed on the back of the Buy Back Agreement. PLEASE MAKE SURE all documents are completely legible, otherwise payment will be suspended until legible copies can be obtained.

Please Note: Request for benefits cannot be processed until all information is received. This process may take up to 30 business days from date of submission. Mailing documents by Registered, Certified, or signed receipt mail is suggested.

Important Conditions

1. Refund is paid only to the original purchaser as named on the VSC.
2. Refund is paid only if the VSC runs full term and there have been no claims paid during this period.
3. Refund is paid only if the vehicle is driven less than 35,000 miles per year (not applicable to form number AdminBBAgree001/802) and not used for commercial purposes.
4. Refund is paid only if the VSC has not been cancelled, transferred, or terminated prior to expiration.
5. Refund is paid only if the vehicle has not been repossessed, totaled, or sold for salvage.