

CSC CHANGE REQUEST FORM

Please complete the required section(s) for your request. All cancellations and transfers that cannot be processed on DealerCONNECT, plan corrections, VIN changes, upgrades, downgrades and invoice inquiries must be mailed to P.O. Box 2700, Troy, MI 48007-2700.



Contract Changes & Inquiries must be mailed to: CSC P.O. Box 2700 Troy, MI 48007-2700

THIS SECTION MUST BE COMPLETED FOR REVIEW

Vehicle Identification No. (VIN) _____ 17 Digits

Customer Name _____ Contract Number _____
Last First M (if available)

CONTRACT CHANGES: Fill in area where change is being requested

Correct the purchaser's name and address to: _____
Street address

City State ZIP Phone

<input type="checkbox"/> VIN CORRECTION	OPTION SALE DATE	MILEAGE CORRECTION
From: _____	From: ____ / ____ / ____	From: _____
To: _____	From: ____ / ____ / ____	To: _____
<small>Attach original buyers order and service contract application.</small>	<small>Change warranty if required on VIP.</small>	<small>Attach Odometer Statement at the time of sale.</small>

CONTRACT CHANGES	New	Pre-Owned	Deductible	Other
UPGRADE REQUEST FROM OPTION CODE _____ to _____				Additional Customer Cost
DOWNGRADE REQUEST FROM OPTION CODE* _____ to _____				\$ _____
CHANGE DEDUCTIBLE FROM _____ to _____				

***AFFIDAVIT REQUIRED FOR DOWNGRADE**

Important! — New car service contracts can be upgraded within 48 months and 48,000 miles. Pre-owned contracts can be upgraded during the first 90 days only. Deductibles can be changed at any time. All service contract corrections require a copy of the original service contract application and buyers order. Downgrades must have customer consent and signature. Mail, do not fax.

INQUIRIES: Billing inquiry – attach proper document (invoice, statement, etc.)

Note/Other _____

CANCELLATION: Are you the selling dealer? Yes ____ No ____ Options to cancel _____

Date of Cancellation ____ / ____ / ____ Current Miles _____ (no tenths)

Reason: Sold/Traded Repossession Totaled Theft Customer Other _____

If contract was financed, has the loan been paid off? Yes ____ No ____

If no, please specify the finance source/lienholder _____

Submit only if cancellation cannot be completed on DealerCONNECT. Mail to: P.O. Box 2700, Troy, MI 48007-2700.

Customer Signature: _____

TRANSFERS: Complete the form below and mail only if you cannot transfer on DealerCONNECT.

Service Contract No.	VIN Number	Option Code(s)
FILL IN THIS AREA	Current Odometer Reading	Miles Kilometers
Name (Please Print)		
Address	Purchaser's Signature	Date
City, State & ZIP	Vehicle Seller Signature	

DEALER INFORMATION: MUST COMPLETE

Dealership name _____ Dealer Code _____
 Dealership Signature _____ Print Name _____ Phone Number _____

Non-DealerCONNECT Transfers must be mailed to CSC P.O. Box 2700 Troy, MI 48007-2700