

# GSA Cancellation Form

GS Administrators, Inc.  
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## 1. Contract Information

### Select All That Apply

<input type="checkbox"/> Service Contract	Contract # _____	Purchase Price \$ _____
<input type="checkbox"/> Prepaid Maintenance	Contract # _____	Purchase Price \$ _____
<input type="checkbox"/> GAP	Contract # _____	Purchase Price \$ _____
<input type="checkbox"/> Tire and Wheel	Contract # _____	Purchase Price \$ _____
<input type="checkbox"/> Other	Contract # _____	Purchase Price \$ _____

Holders Name \_\_\_\_\_ VIN Number \_\_\_\_\_

## 2. Cancellation Information

Cancellation Date \_\_\_\_\_ Cancellation Mileage \_\_\_\_\_

Refund to be used as down payment for new vehicle ☐

## 3. Cancellation Reason\*(required) (Select one only)

- ☐ Customer Request
- ☐ Refinanced / Sold Vehicle (include odometer statement or Buyers order)
- ☐ Traded In – Non Selling Dealer (include odometer statement or buyers order)
- ☐ Loan Paid Off (Proof must be attached)
- ☐ Total Loss/Theft (Total Loss/Theft report must be attached)
- ☐ Repossession (Repossession Notice must be attached)
- ☐ Internal Trade (Selling Dealer Only - Credit to dealer statement)
- ☐ Back Out / Re-contract / Duplicate (Selling Dealer Only - Credit to dealer statement)
- ☐ Other \_\_\_\_\_

## 4. Issue Refund To\*(required) (Select one only)

- ☐ Customer Only
- Must complete customer information section below
  - Lien Release /Payoff letter must be submitted if financed
- ☐ Lender/Lessor Only
- Must complete Lender/Lessor Information section below
- ☐ Seller (Selling Dealer Only - Credit to statement)
- ☐ Other (non-selling dealer) (check payment - enter payee name and address below)

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## Customer Information (inaccurate, incomplete, or missing information will delay processing)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Current Address \_\_\_\_\_

## Lender/Lessor Information (inaccurate information will delay processing)

☐ PAID CASH / CREDIT CARD

Current Lender/Lessor Name \_\_\_\_\_

Lender/ Lessor Address \_\_\_\_\_

## Dealer Information (submitted by)

I am the Original Selling Dealer of products listed above ☐

Dealer Name \_\_\_\_\_ Selling Dealer Account # \_\_\_\_\_

Dealership Contact \_\_\_\_\_ Phone \_\_\_\_\_

Authorized Dealer Signature X \_\_\_\_\_ Date \_\_\_\_\_

## Customer Authorization

"I hereby authorize and request that the Lendor/Lessor named above, any successor or assign thereto, any entity servicing my loan or lease or any insurance company providing insurance on the vehicle described herein furnish to GS Administrators, Inc. or its representatives (collectively, "GSA") such information about me, my account or my vehicle that GSA may request in order to process this cancellation request. A photostatic copy of this authorization shall be considered as valid as the original."

Customer Signature X \_\_\_\_\_ Date \_\_\_\_\_