



OLD REPUBLIC INSURED AUTOMOTIVE SERVICES, INC.

8282 South Memorial Drive, Suite 202
Tulsa, Oklahoma 74133
800-331-3780

GAP CLAIM REPORTING FORM

In order to process your GAP claim, we will need information from you. Please complete this form along with the Vehicle Options Form, sign and ***Fax, Mail or Email*** the information within ***ninety (90) days*** from the date of loss as required by your contract. You will need to return ***both forms*** in order to file your GAP claim.

Phone: 800-331-3780 ♦ **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:

1. Copy of the insurance company's **Settlement Check(s)**
2. Copy of insurance **Settlement Breakdown**, including Actual Cash Value, applicable taxes or tag fees, deductible amount and settlement Figure. (This must equal the settlement check above.)
3. Full insurance **Evaluation Report** 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.
4. **Payment History** (complete from the inception of the loan)
5. **Loan contract / Retail Installment Loan Agreement**
6. **Warranty Contracts / Credit Life & Disability** 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.
7. Copy of **Buyers Order or Bill of Sale** for vehicle
8. Copy of the **complete and official Police Report with narrative**

Where to Obtain:

- Primary Insurance Co./LENDER
- Primary Insurance Co.
- Primary Insurance Co.
- Lender
- Dealership or Lender
- Dealership
- Dealership
- Police Department or Insurance Company

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.