

**Cancellation Request Form**

**CANCELLATIONS ARE FINAL.  
COVERAGE CANNOT BE REINSTATED FOR ANY REASON.  
SELLING DEALER IS RESPONSIBLE FOR ALL REFUNDS.**

Contract Number: \_\_\_\_\_ Contract Date: \_\_\_\_\_  
Cancellation Date: \_\_\_\_\_ Odometer Reading: \_\_\_\_\_  
Year and Model: \_\_\_\_\_ VIN: \_\_\_\_\_

**Program**

☐ Bundled Programs ☐ Anti-Theft ☐ Dent & Ding ☐ Key Replacement ☐ Tire & Wheel ☐ Windshield  
☐ Interior/Exterior Protection ☐ GAP

*Warranties where a product was applied to your vehicle may not be cancelable. Please check the cancellation section of your warranty and state amendment section to see if the warranty for the product applied to your vehicle is able to be canceled.*

**Reason for Cancellation**

☐ Customer Request ☐ Voided Sale ☐ Repossession ☐ Total Loss ☐ Contract Payoff ☐ Trade

Other: \_\_\_\_\_

Dealer/Lessor Name: \_\_\_\_\_

Buyer/Lessee Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Buyer/Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dealer/Lessor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this cancellation request I indicate that I have read and understand this termination policy: I hereby request termination of the program in accordance with the cancellation terms and conditions. I understand I relinquish all rights and provisions and release Vantage Administration Services, LP of any and all financial responsibility regarding this agreement. All cancellations are final and coverage cannot be reinstated for any reason per the insurance company.

**PLEASE NOTE, ONLINE CANCELLATION QUOTES PERFORMED ON THE DAP DO NOT INCLUDE ANY PAID CLAIMS INFORMATION. PAID CLAIMS WILL BE DEDUCTED FROM THE REFUND AMOUNT IN ORDER TO DETERMINE THE FINAL REFUND DUE TO THE CUSTOMER.**

**INSTRUCTIONS:** 1. Complete all information. (Incomplete forms will be returned unprocessed).  
2. Copy of contract must be attached for cancellation.  
3. Include all support documentation for payoff, refinancing, voided sale, trade, repossession, etc.

Mail, fax or email to: **Vantage Administration Services, LP**

**Attn: Cancellation Department**

8834 N. Capital of Texas Hwy.

Suite 250

Austin, TX 78759

Toll Free: (855) 955-7623

**Fax: (512) 259-5219, Attn: Cancellations**

**Email: cancellations@vtg-services.com, Subject: Cancellations**

## Cancellation Procedures

A cancellation request must be received in our office within 30 days of the requested cancellation date to be processed without penalty. All incomplete requests, missing information or support documentation, will be returned unprocessed and will delay refund. All cancellation requests should be sent from the dealer and will be processed in order by date received. All refunds are sent to the dealership unless the dealership is out of business. *Warranties where a product was applied to your vehicle may not be cancelable. Please check the cancellation section of your warranty and state amendment section to see if the warranty for the product applied to your vehicle is able to be canceled.*

Cancellation quotes are strongly recommended prior to sending in a cancellation request. Please use the Cancellation Quote generator for the contract at <https://www.scsautoexpress.com/scs.dap.rvt/> or call (855) 955-7623 to obtain a cancellation quote.

**All cancellation requests require the following:**

1. A completed cancellation request form.
2. A legible contract with the price, terms in months, and contract number.
3. A statement of reason for cancellation due to one of the following:

Customer Request: We must have the customer's signature or a letter from the customer requesting cancellation. The signed document can be a cancellation request form sent with the request.

Contract Payoff: A copy of the payoff letter issued by the lien holder to the customer, indicating account is paid in full, must be provided.

Total Loss: Any document from the primary insurance company or lien holder stating total loss, with customer signature.

Repossession: A copy of the repossession letter from the lien holder is required.

Vehicle Trade: An odometer statement or a cancellation request signed by the customer.

Voided Sale: A voided contract may be mailed or faxed with "VOID" written on the contract. We will void the contract and issue a full refund as long as the request is received within 30 days of the contract start date.

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