

# MOPAR VEHICLE PROTECTION CHANGE REQUEST FORM

Please complete the required section(s) for your request. All cancellations and transfers that cannot be processed on DealerCONNECT (including plan corrections, VIN changes, upgrades, downgrades and invoice inquiries), must be mailed to 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"/> <b>VIN CORRECTION</b>	<b>OPTION SALE DATE</b>	<b>MILEAGE CORRECTION</b>
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>

<b>CONTRACT CHANGES</b>	<b>New</b>	<b>Pre-Owned</b>	<b>Deductible</b>	<b>Other</b>
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 60 days only. Deductibles can be changed at any time. All service contract corrections require a copy of the original service contract application and buyer's 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	Option Code(s)
FILL IN THIS AREA	Current Odometer Reading	Miles      Kilometers
Name (Please Print)	Purchaser's Signature	
Address	Date	
City, State & ZIP	Vehicle Seller Signature	

**DEALER INFORMATION: MUST COMPLETE**

Dealership name \_\_\_\_\_ Dealer Code \_\_\_\_\_  
 Dealership Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

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