

Financial Gap Administrator LLC  
1670 Fenpark Drive  
Fenton, MO 63026

Phone: (888) 427-2037  
Fax: (636) 349-3169

**DATE:** **ACCT #:**  
**VIN:** **CONTRACT #:**  
**DEALERSHIP:**  
**CUSTOMER NAME:**

**NOTICE OF DEADLINE: Please refer to your GAP contract for loss document submission deadline.**

### ***For Your Information Only***

Thank you for your recent inquiry regarding your claim. Per the terms of the GAP contract, it is your responsibility to provide us with the following **checked information**. Due to confidentiality and privacy concerns, we cannot get this information directly from other sources (i.e. banks, lenders, insurance companies). However, they may fax information to us directly.

**✓ CHECKED INFORMATION IS NEEDED TO COMPLETE CLAIM**

#### **Contact your credit union/finance company for the following items:**

- Copy of the GAP Contract
- Copy of the Loan Agreement (also known as Retail Installment Contract)
- Proof of mileage at time of purchase – may be found on loan agreement, buyer’s order/purchase agreement, or odometer statement
- Dealer invoice (if purchased new)
- Complete payment history

#### **Contact your dealership for the following items:**

- Copies of the service contract, warranty or credit life, etc. In addition, please contact the dealership to cancel any service contract, warranty or credit life, etc. Have them send the refund amount on their letterhead or a copy of the refund check.

#### **Contact your insurance company for the following items:**

- Copy of the insurance settlement check
- Proof of actual cash value of the vehicle at the time of loss:
  - A. Total Loss Valuation Report (e.g. CCC, NADA, or ADP Report)
  - B. Breakdown – must match settlement check amount
- Police Report (mandatory for fire and theft losses)  
Note: If no police report is available, contact our office.

#### **Fill out the attached:**

- Options form

**Claim Specialist:**  
**(888) 427-2037, ext.      | Fax:**  
**Email:**