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## Vehicle Change Form

You may complete this form online using Adobe Reader 6+ or print it and complete it by hand. To complete the form online, use the tab key to move from one field to the next, then click on the "Print" button at the bottom. If you have more than 3 vehicles to report, click on the "Reset Form" button after printing to clear the form. **Fax or mail the completed form to us.**

Date \_\_\_\_\_ Organization \_\_\_\_\_ Policy #   
Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_ Email \_\_\_\_\_

### Vehicle # 1

Choose One  Add  Delete  Change  Quote  
Choose One (1)  Full Service  Backup  
Physical Damage Coverage? (2)  Yes  No Cost New \_\_\_\_\_  
Year \_\_\_\_\_ VIN # \_\_\_\_\_ Type (3) \_\_\_\_\_ Use (4) \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_  
Effective Date: \_\_\_\_\_ Comments:

### Vehicle # 2

Choose One  Add  Delete  Change  Quote  
Choose One (1)  Full Service  Backup  
Physical Damage Coverage? (2)  Yes  No Cost New \_\_\_\_\_  
Year \_\_\_\_\_ VIN # \_\_\_\_\_ Type (3) \_\_\_\_\_ Use (4) \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_  
Effective Date: \_\_\_\_\_ Comments:

### Vehicle # 3

Choose One  Add  Delete  Change  Quote  
Choose One (1)  Full Service  Backup  
Physical Damage Coverage? (2)  Yes  No Cost New \_\_\_\_\_  
Year \_\_\_\_\_ VIN # \_\_\_\_\_ Type (3) \_\_\_\_\_ Use (4) \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_  
Effective Date: \_\_\_\_\_ Comments:

1. A backup vehicle is one that is used only when a full service vehicle is out of service.  
The total number of backups may not exceed 20% of fleet size.
2. Cost New is the original price of the vehicle, NOT its current value. Omit if "No".  
We adjust the cost for age when quoting Physical Damage Coverage (desirable for newer vehicles). **Fax: 888-482-9120**
3. Type = Car/StationWgn, Minivan (<9 pass), Maxivan (10-19), Small Bus (20-30), Bus (30+), Pickup, Truck, Trailer, Tractor, RV or Mobile Clinic.
4. Use = Admin, Cargo, Maintenance, Fixed Route, Paratransit (Dial-A-Ride, etc), or Passenger Trans (Work Site, Day Services, Outings, etc)