

PROGRAM TRANSFER FORM

Address All Correspondence To:
Capital Administrative Professionals, LLC
PO Box 1207
Dublin, OH 43017
Tel: 888-785-9736 Fax: 888-843-9198
customerservice@capadminpros.com

Original Contract Holder Name _____
Selling Dealer _____
Vehicle Identification Number _____
Contract Type (check all that apply): VSC T&W Other: _____
Transfer Date Requested _____
Odometer/Hour Reading (if applicable) at Time of Transfer _____

Name of New Owner _____
Address _____
Telephone _____ Email _____

1. This transfer cannot be completed if the title transfer passes through an entity other than the subsequent buyer. A copy of the Bill of Sale or Title Transfer may be required to complete the transfer.
2. The transfer of the Contract must be accomplished within thirty (30) days of the sale of your vehicle.
3. A transfer fee is required and must be submitted with this completed transfer form. Refer to your Contract for exact transfer fee amount. Checks should be made payable to Capital Administrative Professionals, LLC.
4. Refer to the "Transferring Coverage" section of your Contract for any additional transfer provisions that may be required.

Incomplete transfer submissions may result in delay or rejection. Please be sure to attach all necessary documents, which may include:

- **Original Contract Registration Page.**
- **Bill of Sale / Transfer of Ownership.**
- **Transfer fee (check or money order only).**
- **Applicable maintenance and service records.**

COVERAGE WILL NOT BE EFFECTIVE UNTIL THE ADMINISTRATOR HAS APPROVED TRANSFER. TRANSFER REQUESTS MUST BE SIGNED BY THE ORIGINAL CONTRACT HOLDER.

By my signature below, I hereby verify that the information shown on this form is true, correct, and complete.

Original Contract Holder Signature _____ **Date** _____

By my signature below, I hereby acknowledge that I have been informed of, understand, and agree that I am applying for a transfer of the above referenced Contract. I understand and agree that as a condition of the transfer, I am responsible for obtaining any and all service records pertaining to the above vehicle and agree to abide by the terms and conditions of the Contract.

New Contract Holder Signature _____ **Date** _____