



INSTRUCTIONS FOR CUSTOMER CANCELLATION REQUEST

The following information is required to cancel a policy:

1. Cancellation form (Attached) or you can download a fillable PDF to complete form to print and submit with other documents
2. All documents requested under the chosen reason for cancellation

Please submit all the above documents at the same time, if possible.

Fax documents to: 225-769-9112

Or mail documents to: ATTN: CANCELLATIONS
OSI
P.O. Box 83480
Baton Rouge, La. 70884-3480

Or scan/email documents to: osicancellation@theldsgroup.com

If you need additional assistance, please call 225-769-9923 x 149 or toll free at 800-622-6838.

Please do not call to check the status of your cancellation or to see if we have received it for at least two (2) weeks after submitting it, as this slows down the cancellation process.

Thank you,

OSI Cancellation Department

Customer Cancellation Request

Owner Services Insurance, Inc.
PO Drawer 83480 Baton Rouge, LA 70884
Phone (800) 622-6838

Contract Information

<u>Select</u>	<u>Contract #</u>	<u>Cancel Date</u>	<u>Cancel Mileage</u>
<input type="checkbox"/> SC	Contract # _____	Cancel Date _____	Cancel Mileage _____
<input type="checkbox"/> GAP	Contract # _____	Cancel Date _____	Cancel Mileage _____

Vehicle Information

Year _____ Make _____ Model _____ VIN# _____

Contract Holder Information

Name _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Lienholder Information

Lender/Lessor Name _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Account Number _____

Cancellation Reason (select one only)

Traded or Sold (include the following documents)

- Need copy of odometer statement, bill of sale, or buyer's order
- Need proof from lienholder that vehicle is paid off (including VIN number) or a copy of clear title (if not supplied, refund check will go to lienholder)

Total Loss (include the following documents)

- Need document from insurance company showing vehicle date of loss, mileage, and VIN number
- Need proof from lienholder that vehicle has been paid off (including VIN number) (if not supplied, refund check will go to lienholder)

Refinanced (include the following documents)

- Need copy of the promissory note (finance agreement) from the refinance company
- Need copy of NEW Mechanical Policy if purchased when vehicle refinanced

Customer Request (include the following documents)

- If vehicle is NOT PAID OFF, Lienholder information section (above) must be completed to refund lienholder
- If vehicle is PAID OFF, we need copy of clear title or payoff letter from lienholder (including VIN number) to refund contract holder

Contract Holder Authorization

"I hereby authorize and request that the Lender/Lessor named above, any successor or assign thereto, any entity servicing my loan or lease or any insurance company providing insurance on the vehicle described herein furnish to OSI or its representatives such information about me, my account or my vehicle that OSI may request in order to process this cancellation request. A photo static copy of this authorization shall be considered as valid as the original."

Contract Holder Signature X _____ Date _____