

Vehicle Service Agreement Remittance Form



Return document to: Pablo Creek Services, Inc., 1776 American Heritage Life Dr., Jacksonville, FL 32224 or
P.O. Box 40525 Jacksonville, FL 32203 Attn: Dealer Support Operations

Please complete sections A & B

SECTION A – DEALER INFORMATION

Name: _____
Address: _____
E-Mail: _____

Dealer Number: _____
Phone Number: _____
Fax Number: _____

Note: Our office must receive business by the 10th of each month to guarantee processing that month.

Customer Name	Issued Agreement #	Retail Cost	Dealer Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total Dealer Cost			

Customer Name	Cancellation Agreement #	Refund Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Total Refund Amount		
Total Remittance Amount		

To determine total remittance amount, subtract total refund amount from total dealer cost.
Please make check payable to: Pablo Creek Services, Inc.

Note: For each cancellation include a copy of the signed cancellation form, Pablo Creek Services, Inc. cancel quote and all supporting documentation (proof of repossession, total loss, or other customer correspondence). Upon acceptance of the Vehicle Service Agreements and refunds, Pablo Creek Services, Inc. will provide an account invoice to the dealer, at a minimum, on a monthly basis.

SECTION B – REPORT CERTIFICATION

The following signer certifies this report is complete and correct:

Signature of Authorized Dealer Personnel

Print Name & Title

Date

Internal use only:
Date Stamp:

Agreement Count: _____
RCC Clerk: _____
Keyer: _____
Date: _____

Pablo Creek Services, Inc.
877-204-2242

REMITTANCE FORM PROCEDURES

Submit by the 10th of each month

Your Dealer Agreement states that the Dealer is responsible for submitting business to Pablo Creek Services, Inc. within ten (10) business days after the end of each calendar month.

Business submitted after the 10th business day of the calendar month will be logged; however, we cannot guarantee that this business will be processed by the close of that month.

Use a separate remittance register for other Allstate products

If you are selling multiple products, (i.e., Vehicle Service Agreement, GAP, Credit Life & Disability, Allstate Roadservice and Vehicle Appearance Protection) for each product being submitted, please submit a separate check and use the remittance form required for each product.

Completing Remittance Forms

I: Screen Vehicle Service Agreements

Step	Action
1.	Review Vehicle Service Agreements to ensure that <i>all</i> fields are populated and that the information on the Vehicle Service Agreements meets the program eligibility guidelines in the Vehicle Service Dealer Procedural Manual.
2.	Review Vehicle Service Agreements to ensure that they meet all underwriting criteria: A. Eligible Vehicles –Agreements should not be written on any vehicles designated as ineligible as listed in the Pablo Creek Services, Inc. Vehicle Service Agreement, the Vehicle Service Agreement Dealer Procedure Manual or the Vehicle Classification Guide. B. Correct Forms - Only individual Vehicle Service Agreements administered by Pablo Creek Services, Inc. and that match the program approved by the Lender (if applicable) may be submitted. If you are unsure if the Vehicle Service Agreement meets this criteria, please contact your administrator at 800.741.4216, Option 3.

II: Complete Remittance Form and Submit Business

It is imperative that you submit completed remittance forms with your business, and that they do not include other products (i.e. GAP, Credit Life & Disability, Allstate Roadservice or Vehicle Appearance Protection).

Step	Action
1.	Complete Section A- Dealer contact information <i>Note: If you do not know your Dealer No., please call 800.741.4216, Option 3. Providing this number supports the timely and accurate processing of your business.</i>
2.	List each Vehicle Service Agreement being submitted and/or refunded. Need customer name and agreement number, along with the dealer cost/dealer refund amount.
3.	Total the amount being submitted and/or refunded by adding each Vehicle Service Agreement cost entered in the last column of Section A for Issue and Cancellation.
4.	Enter the total remittance amount of all Vehicle Service Agreement costs into the total remittance amount field.
5.	Mail Remittance Form and Vehicle Service Agreements to: Pablo Creek Services, Inc. , 1776 American Heritage Life Dr., Jacksonville, FL 32224 or P.O. Box 40525, Jacksonville, FL 32203-0525, Attn: Dealer Support Operations.
6.	Upon acceptance of the Vehicle Service Agreements and refunds, Pablo Creek Services, Inc. will provide an account invoice to the Dealer, at a minimum, on a monthly basis.
7.	Any payments must be made payable to Pablo Creek Services, Inc.

**Pablo Creek Services, Inc.
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