



Automotive & Powersports Identification & Theft Deterrent System



DEALER WARRANTY REMITTANCE PROCEDURES

Please follow these instructions when remitting contract forms to DotGuard. Please ensure sold contracts are remitted a minimum of once a month and ideally every week to avoid processing delays.

- 1) Please ensure all contracts are fully completed and are legible.
- 2) Remove administrator & producer copies from each contract and batch with other completed contract forms. These administrator & producer copies must all be sent to DotGuard.
- 3) Enter the details of each contract being sent to DotGuard onto the Remittance Registration Form. Each contract must be listed on the Remittance Registration Form.
- 4) Total the number of contracts listed on the Remittance Registration Form and calculate the amount of payment owing to DotGuard for the contracts.
- 5) Write a check payable to DotGuard International Inc.
- 6) Please fax a copy of the Remittance Registration Form to DotGuard on 1 (425) 369-0201 and advise mail date and tracking number for the remittance.
- 7) Attach the check to the completed Remittance Registration form. Attach all the administrator copies to the Remittance Register verifying that all contracts are included.
- 8) Mail Remittance Registration form, payment, and contract administrator copies to:

DotGuard International Inc.
3020 Issaquah Pine-Lake Rd, S514
Sammamish, WA 98075

Please do not hold back any Warranty Contracts or delay the sending of any Warranty forms.

Warranties must be received by DotGuard no later than 30 days from sale.

Please contact DotGuard International on (425) 369-0190 with any questions or go online at www.dg-uid.com to download additional Registration Forms.