



AAA Tidewater Virginia
ROADSIDE ASSISTANCE REIMBURSEMENT APPLICATION

Please be aware of these eligibility requirements:

- Include the ORIGINAL receipt. Reimbursement requests cannot be processed with a photocopy or facsimile. Your reimbursement application will be returned unprocessed if an original receipt is not provided.
• The receipt must be made out to a valid AAA Tidewater Virginia member.
• The receipt must be postmarked or received within ninety (90) days of the service date.

Please follow these instructions: Complete the form fully. Please type or print legibly to expedite processing. Keep copies of the Reimbursement Application and receipt for your records. Attach the ORIGINAL receipt to the Reimbursement Application and mail to AAA Tidewater at the following address: AAA Club Services, Attn: ERS A-321, PO Box 25001, Santa Ana, CA 92799-5006.

Member's Name: Membership No. Club Code Expires:

Mailing Address: City/State: Zip Code:

Day Phone: E-mail (optional): Service Date: Time of Day: AM/PM

Vehicle Year: Make: Model: Color: License: State:

Location of service: City/State:

Service provided: (Circle) Flat tire, Battery, Fuel, Start, Vehicle Lockout, Towing, Collision, Winch, Vehicle Locksmith, Home Lockout Service

If towed, to what destination: City/State: How many miles?

Did you request service directly from Auto Club/AAA? Yes No Was service provided by an AAA Station? Yes No

Were you present when service arrived? Yes No

Was a valid AAA card & matching photo ID presented at the time of service? Yes No If no, or if AAA was not contacted for service, please explain:

use separate sheet for further explanation

Amount charged for service: \$ Name of company rendering service:

MEMBER'S SIGNATURE DATE:

Dear Member: Thank you for your reimbursement application. Please be assured that your request will be processed as quickly as possible. You should receive a written response within ten (10) working days after your request has been received. If not, please feel free to call the ERS Administration Department toll free at 1-888-222-9441.

Date Received: ERS/CSR/Branch Office

Allow Refund: Yes No If Yes, reason:

Reimbursement type:

- (RF1) Reimbursement for non-Plus service to a Standard, AAA Plus, or AAA Premier member
(RF2) Locksmith reimbursement for non-Plus locksmith service to a Standard, AAA Plus, or AAA Premier member
(RF4) AAA Plus reimbursement for AAA Plus towing, fuel, or locksmith to an individual AAA Plus member.
(RF5) AAA Plus reimbursement for Plus towing, extrication/winching, fuel, or locksmith to a family AAA Plus member.
(RF A) AAA Premier reimbursement for individual AAA Premier member.
(RF B) AAA Premier reimbursement for family Premier member.
(RF D) AAA Premier reimbursement for individual Home Lockout Service.
(RF E) AAA Premier reimbursement for family Home Lockout Service.
Other reimbursement type:

REIMBURSEMENT CALCULATION:

Table with 5 columns: # Prev Calls, Svc Chg Reimbursement, Receipt Amt, Covered Amt, Amount Reimbursed. Includes Yes/No options and dollar signs.

Processed by: Authorized Signature: Date: