

Please add the following to the Products and Services tab under IAS; the form should be called "Cancellation Calculator":

IAS now has a quick and easy way to provide cancellation quotes that print directly onto completed Cancellation Request Forms. IAS' new Online Cancellation Calculator is available 24/7 with no log-on or password required.

Access the Cancellation Calculator on www.iasdirect.com:

Click on dealer services and cancellation calculator.

Enter the first initial of the customer's first name.

Enter the first initial of the customer's last name.

Enter the form type, normally located on the bottom right corner of the form. (For example: IN1, G1, G1GM, TDWR)

Enter the contract number, which is a combination of the form type plus the stamped numbers with no spaces or dashes.

Enter the contract start date.

Enter the cancellation date. (This can be back-dated up to 30 days.)

Select a reason and click submit.

The completed form will pull up on another screen.

Calculate the refund by multiplying the cost by the percentage rate and subtracting the cancellation fee.

Print the form, attach the backup, and mail it in for processing.

Refunds are mailed less than 10 days from receipt. Please contact Customer Service if you need assistance or have any questions at ext 8002.

Quotes expire after 30 days and must be mailed to IAS to be cancelled.

Mail request to:

IAS L.P. Administrator

ATTN: Cancellations Dept.

12800 Angel Side Drive

Leander, Texas 78541