



# Home Lock-Out Service

Dear Member:

To help us handle your Request for Reimbursement, please complete this form and return it with the paid receipt (**not a photocopy**). Please answer all of the questions and give us as complete and accurate information as you have available.

## MEMBER INFO

*please print clearly*

Membership #: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

## SERVICE INFO

Date of Service: \_\_\_\_\_

Name of Service Provider: \_\_\_\_\_

Were they referred by AAA?  Yes  No

If no, did you request a referral from AAA?  Yes  No

Address of residence where service was provided: \_\_\_\_\_

Reason for Home Lockout Service: \_\_\_\_\_

Date of Service: \_\_\_\_\_

What Service(s) were provided? (Check all that apply)

- Pick or Drill Lock
- Changing Locks
- Other
- Re-Keying
- New Keys

Amount paid for service: \$ \_\_\_\_\_

Amount requested for reimbursement (must not exceed \$100): \$ \_\_\_\_\_

Signature of member: \_\_\_\_\_ Date: \_\_\_\_\_

## TERMS AND CONDITIONS

Referral and reimbursement for Home Lockout Service is reserved for AAA Premier members in Oklahoma only. Home lockout service is not transferable to any other person. The Premier member must be present at the time of service. Identification and Membership Card are required. Service is subject to provider availability. Locksmiths are independent businesses and may not have contractual relationship with AAA Oklahoma. AAA Oklahoma assumes no liability of any kind for ant damages incurred by the Premier member as a result of locksmith services. Reimbursement requests must be postmarked no later than 60 days after receiving service.

E-110 (4/07)

### FOR OFFICE USE

Date received \_\_\_\_\_

Basic \_\_\_\_\_  
Plus \_\_\_\_\_

Approved by \_\_\_\_\_

Total Reimbursement \$ \_\_\_\_\_

Mail Claim Form, Original Proof Receipts to:  
AAA Oklahoma  
2121 East 15<sup>th</sup> Street  
Tulsa, Oklahoma 74104-4693