



Dear AAA Premier Member,

Please read about your Premier Home Lockout benefit, below. The following information includes a description of the documentation required for reimbursement consideration. Please check the documents submitted with your claim.

**Benefit Description: AAA Premier / RV Home Lockout Service**

In the event you are locked out of your primary residence, AAA will reimburse you up to \$100 to gain entry to your home. You may utilize the locksmith of your choosing. Proof of residency is required, as detailed above. The benefit will be extended once per member, per membership year.

**Step 1 to Reimbursement: Your Information**

Premier Membership Number: 620 084 Expiry: \_\_\_\_\_

Member's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**Step 2 to Reimbursement: Documentation**

Please include the following documentation:

- ( ) A complete copy of this form.
- ( ) A copy of the dated and itemized bill from the locksmith.
- ( ) Proof of residence, any **one** of the following:
  - ( ) Check here if the residence serviced is the same address where you receive mail from AAA.
  - ( ) A copy of a piece of mail ,such as a utility bill, with your name on it, addressed to the residence that was unlocked.
  - ( ) A copy of your driver's license, with an address matching the residence that was unlocked.

**Step 3 to Reimbursement: Submit**

Please submit all items checked above to AAA at the following address:

AAA  
Attn: Membership Operations  
PO Box 9006  
Buffalo, NY 14231

Allow approximately 4-6 weeks to process claim. If you have any questions about your claim, please call (800) 836-2582 extension 78233.

**Accounting use only:**

Issued By: \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Amount of Reimbursement: \_\_\_\_\_

Dept. Approval: \_\_\_\_\_ Account #: 1.8275.407.00