



## DECERTIFIED PART RECALL REIMBURSEMENT FORM

Distributors holding decertified CAPA parts are entitled to a refund, credit, or replacement from the applicable CAPA Participant. The CAPA Participant decides which form of reimbursement they will provide. The distributor must cut out the section of the part (a coupon) bearing the CAPA Quality Seal, and submit the coupon(s) to CAPA with this completed form within 90 days of public notice of decertification. "Public notice" refers to the decertification notices on the CAPA website, including the monthly listing of decertified parts.

**Follow these steps to obtain a refund, credit, or replacement of a decertified part.**

1. Send the completed form(s) and part coupons to CAPA at the following address:  
 CAPA  
 Attn: Decertification Recall Program  
 1000 Vermont Avenue NW  
 Suite 1010  
 Washington, DC 20005  
 (202) 737-2212 phone
2. CAPA will verify that public notice of the decertification took place within 90 days of receipt, and confirm that all information and coupons are correct.
3. CAPA will forward a copy of the form to the applicable Participant and notify the Distributor when this action has been taken.
4. The Participant must send the distributor and CAPA a completed Decertified Part Recall Acknowledgement Form within 30 days, indicating which type of compensation they will provide. If the Participant does not acknowledge within this timeframe, CAPA may remove the Participant from the program for a period of time to be determined solely by CAPA and terminate its License Agreement.

Date:	
Distributor Company Name:	
Distributor Contact Name:	
Address:	
Phone Number:	
Fax Number:	
Email:	
Application (Make, Model, Years):	
CAPA Part Number:	
CAPA Lot Number:	
CAPA Manufacturer:	
Number of Coupons Enclosed:	

This program applies to part distributors only. Others holding decertified parts should contact the seller of the part. Once CAPA verifies the information submitted by the distributor, CAPA will forward the information to the applicable Participant, who must compensate the distributor within 90 days of notification. Distributor will be provided with acknowledgement of receipt of this form, results of CAPA verification of the coupons, and the date which the Participant was notified.

*CAPA Use Only*

<b>Date Received By CAPA</b>		<b>CAPA Signature</b>	
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