

GSA Trailer Refund Checklist

The trailer refund checklist is to ensure all documents needed to process refunds are submitted. Please attach all documents and sign the checklist upon completion and return in a timely manner.

- Voided Check or Deposit Slip**
- Photocopy of Government Issued Picture Identification.** (*Driver's license, Passport*)
- Direct Deposit Form (Signed)** – Attach voided check or deposit slip. If neither is available, bank must certify the signed direct deposit form
- Original Title OR Original SF - 97** (US Government Certificate to Obtain Title to a Vehicle)
- Purchase Receipt** - Receipt issued by GSA when trailer was initially purchased.
- Septic Tank empty and clean.**
- Trailer cleaned thoroughly inside.**
- Purchasers Contact Information**

Phone Number: _____

Email Address: _____

➤ *Please call 1-866-562-2381 (TTY 1-800-462-7585) for a list of designated sites for delivery.*

Refund requests should be sent to **FEMA Headquarters at 500 C Street, S.W., Room 330, Attention-Logistics – Current Operations Branch, Washington D.C. 20472.** Upon receipt, the request and all supporting documentation will be validated and arrangements will be coordinated with the purchaser and the nearest FEMA site selected.

Refunds will be sent to the individual by direct deposit within 30 days of the unit's physical return to the designated FEMA site. **Transportation costs will not be refunded.**

***Please retain a photo copy of all documents for your records.**

All documents must accompany signed checklist for refund to be processed.

Purchaser's Name (Printed)

Purchaser's Signature

Date: _____

Agency Use Only

Signature and Title of Authorized Certifying Official

Date: _____