

# GSA Fleet - Damage in Transit Claim Reporting Form

Please complete the following form in order to submit your Damage in Transit (DIT) Claim to GSA Fleet.

All forms must be fully complete and accurate in order to be processed. Incomplete or inaccurate forms will be summarily rejected.

For any further questions, please e-mail [vehicle.claims@gsa.gov](mailto:vehicle.claims@gsa.gov).

**\* Required**

1. Email \*

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## GSA Zonal Point of Contact (POC) Information

2. GSA Zonal POC - Name \*

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3. GSA Zonal POC - Title \*

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4. GSA Zonal POC - Email Address \*

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5. GSA Zonal POC - Phone Number \*

Please enter a valid 10-digit phone number, including dashes, in the following format: 123-456-7890

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## 6. GSA Zonal POC - Zone \*

*Mark only one oval.*

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ Not Applicable / Not sure

## Marshaller/Consignee POC Information

## 7. Marshaller/Consignee POC - Name \*

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## 8. Marshaller/Consignee POC - GACA Email Address \*

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## 9. Marshaller/Consignee POC - Business Email Address \*

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## 10. Marshaller/Consignee POC - Phone Number \*

Please enter a valid 10-digit phone number, including dashes, in the following format: 123-456-7890

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## Your Information

11. Your Name \*

*Mark only one oval.*

- ☐ Same as Marshaller/Consignee POC
- ☐ Other: \_\_\_\_\_

12. Position/Title \*

*Mark only one oval.*

- ☐ Same as Marshaller/Consignee POC
- ☐ Other: \_\_\_\_\_

13. What is the name of your company? \*

*Mark only one oval.*

- ☐ Same as Marshaller/Consignee POC
- ☐ Other: \_\_\_\_\_

14. Your Email Address \*

*Mark only one oval.*

- ☐ Same as Marshaller/Consignee POC
- ☐ Other: \_\_\_\_\_

## 15. Your Phone Number \*

Please enter a valid 10-digit phone number, including dashes, in the following format: 123-456-7890

*Mark only one oval.*

- ☐ Same as Marshaller/Consignee POC
- ☐ Other: \_\_\_\_\_

### Vehicle Receipt Information

## 16. Location Vehicle Received - Address \*

*Mark only one oval.*

- ☐ Same as Marshaller/Consignee POC
- ☐ Other: \_\_\_\_\_

## 17. Person Who Received the Vehicle - Name \*

*Mark only one oval.*

- ☐ Same as Marshaller/Consignee POC
- ☐ Other: \_\_\_\_\_

## 18. Person Who Received the Vehicle - Email Address \*

*Mark only one oval.*

- ☐ Same as Marshaller/Consignee POC
- ☐ Other: \_\_\_\_\_

## 19. Person Who Received the Vehicle - Phone Number \*

Please enter a valid 10-digit phone number, including dashes, in the following format: 123-456-7890

*Mark only one oval.*

☐ Same as Marshaller/Consignee POC

☐ Other: \_\_\_\_\_

### Vehicle Information

## 20. Vehicle Brand/Model \*

\_\_\_\_\_

## 21. RPN / Order Number \*

\_\_\_\_\_

## 22. Full VIN \*

\_\_\_\_\_

### Delivery Information

## 23. Date Vehicle Received \*

\_\_\_\_\_  
*Example: January 7, 2019*

## 24. Was the vehicle delivered during normal business hours? \*

*Mark only one oval.*

☐ Yes

☐ No

## 25. Current Location of Vehicle - Address \*

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## 26. Transportation Company - Company Name \*

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## 27. Transportation Company - Driver's Name \*

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## Damage Information

## 28. Date Damaged was Noticed \*

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*Example: January 7, 2019*

## 29. Description of Damage \*

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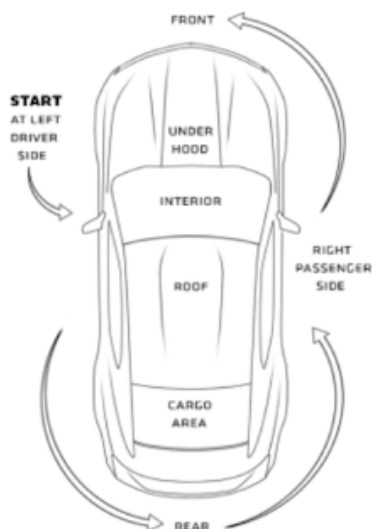
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## GSA Fleet Damage Code Reference Sheet



(PLACE VEHICLE ON HOIST FOR UNDERCARRIAGE INSPECTION)

#### DAMAGE AREA CODES

##### Left / Driver Side

- 10 Door-Left Front
- 11 Door-Left Rear
- 14 Fender-Left Front
- 15 Quarter Panel/Pickup Box-Left
- 30 Mirror-Outside Left
- 35 Rocker Panel/Outer Sill-Left
- 38 Running Board/Step-Left
- 70 Center Post Left

##### Trunk / Cargo

- 01 Antenna/Antenna Base
- 18 Front Floor Mats
- 19 Rear Floor Mats
- 23 Accessory bag/box
- 40 Spare Tire/Wheel
- 52 Deck Lid/Tailgate/Hatchback
- 55 Cargo Area/Other
- 57 Wheel Covers/Caps/Rings

##### Right / Passenger Side

- 09 Door-Right Cargo
- 12 Door-Right Front
- 13 Door-Right Rear
- 16 Fender-Right Front
- 17 Quarter Panel/Pickup Box-Right
- 31 Mirror-Outside Right
- 36 Rocker Panel-Outer sill-Right
- 39 Running Board/Step-Right
- 69 Center Post Right
- 76 Right Rear Tire
- 77 Right Rear Wheel/Rim
- 78 Right Front Tire
- 79 Right Front Wheel/Rim

##### Front End

- 03 Bumper/Cover/Ext-Front
- 05 Bumper Guard/Strip-Front
- 20 Glass Windshield
- 22 Grille
- 24 Headlight/Cover/Turn Signal
- 25 Lamps-Fog/Driving/Spot
- 27 Hood
- 42 SplashPanel/spoiler-Front
- 59 Wipers, all
- 80 Cowl

##### Under Hood

- 02 Battery/Box
- 99 Engine Compartment-Other

##### Roof

- 01 Antenna/Antenna Base
- 37 Roof
- 53 Sunroof/T-Top
- 56 Vinyl/Convertible Top /Tonneau Cover
- 64 Spoiler/Deflector-Rear
- 65 Luggage Rack (Strips)/ Drip rail
- 71 Corner Post

##### Interior

- 68 Carpet-Front
- 85 Communication/GPS Unit
- 93 Steering Wheel/Airbag
- 94 Seat-Front Left
- 95 Seat-Front Right
- 96 Seat-Rear
- 97 Carpet-Rear
- 98 Interior Other

##### Undercarriage

- 44 Gas Tank
- 54 Undercarriage-Other
- 81 Gas Cap/Cover
- 90 Frame
- 91 Exhaust System

#### DAMAGE TYPE CODES

- 01 Bent
- 02 Broken(Except Glass)
- 03 Cut
- 04 Dented (Paint Broken)
- 05 Chipped (Except Glass )
- 06 Cracked (Except Glass)
- 07 Gouged
- 08 Missing
- 09 Scuffed
- 10 Interior Stained or Soiled
- 11 Punctured
- 12 Scratched (Except Glass)
- 13 Torn
- 14 Dented-Paint/Chrome Not Damaged
- 18 Molding/Emblem/Weatherstrip-Damaged
- 19 Molding/Emblem/Weatherstrip-Loose, Missing
- 20 Glass-Cracked
- 21 Glass-Broken
- 22 Glass-Chipped
- 23 Glass-Scratched

30. Please select all applicable damage AREA codes as referenced in the above diagram:

*Check all that apply.*

- ☐ 01 - Antenna/Antenna Base
- ☐ 02 - Battery/Box
- ☐ 03 - Bumper/Cover/Ext-Front
- ☐ 05 - Bumper Guard/Strip-Front
- ☐ 09 - Door-Right Cargo
- ☐ 10 - Door-Left Front
- ☐ 11 - Door-Left Rear
- ☐ 12 - Door-Right Front
- ☐ 13 - Door-Right Rear
- ☐ 14 - Fender-Left Front
- ☐ 15 - Quarter Panel/Pickup Box-Left
- ☐ 16 - Fender-Right Front
- ☐ 17 - Quarter Panel/Pickup Box-Right
- ☐ 18 - Front Floor Mats
- ☐ 19 - Rear Floor Mats
- ☐ 20 - Glass Windshield
- ☐ 22 - Grille
- ☐ 23 - Accessory Bag/Box
- ☐ 24 - Headlight/Cover/Turn Signal
- ☐ 25 - Lamps-Fog/Driving/Spot
- ☐ 27-Hood
- ☐ 30 - Mirror-Outside Left
- ☐ 31 - Mirror-Outside Right
- ☐ 35 - Rocker Panel/Outer Sill-Left
- ☐ 36 - Rocker Panel-Outside Sill-Right
- ☐ 37 - Roof
- ☐ 38 - Running Board/Step-Left
- ☐ 39 - Running Board/Step-Right
- ☐ 40 - Spare Tire/Wheel
- ☐ 42 - Splash Panel/Spoiler-Front
- ☐ 44 - Gas Tank
- ☐ 52 - Deck Lid/Tailgate/Hatchback
- ☐ 53 - Sunroof/T-Top
- ☐ 54 - Undercarriage-Other
- ☐ 55 - Cargo Area/Other



- ☐ 56 - Vinyl/Convertible Top/Tonneau Cover
- ☐ 57 - Wheel Covers/Caps/Rings
- ☐ 59 - Wipers, all
- ☐ 64 - Spoiler/Deflector-Rear
- ☐ 65 - Luggage Rack (Strips)/Drip Rail
- ☐ 68 - Carpet-Front
- ☐ 69 - Center Post Right
- ☐ 70 - Center Post-Left
- ☐ 71 - Corner Post
- ☐ 76 - Right Rear Tire
- ☐ 77 - Right Rear Wheel/Rim
- ☐ 78 - Right Front Tire
- ☐ 79 - Right Front Wheel/Rim
- ☐ 80 - Cowl
- ☐ 81 - Gas Cap/Cover
- ☐ 85 - Communication/GPS Unit
- ☐ 90 - Frame
- ☐ 91 - Exhaust System
- ☐ 93 - Steering Wheel/Airbag
- ☐ 94 - Seat-Front Left
- ☐ 95 - Seat-Front Right
- ☐ 96 - Seat-Rear
- ☐ 97 - Carpet-Rear
- ☐ 98 - Interior-Other
- ☐ 99 - Engine Compartment-Other

Other: ☐ \_\_\_\_\_

31. Please select all Applicable damage TYPE codes as referenced in the above diagram:

*Check all that apply.*

- ☐ 01 - Bent
- ☐ 02 - Broken (Except Glass)
- ☐ 03 - Cut
- ☐ 04 - Dented (Paint Broken)
- ☐ 05 - Chipped (Except Glass)
- ☐ 06 - Cracked (Except Glass)
- ☐ 07 - Gouged
- ☐ 08 - Missing
- ☐ 09 - Scuffed
- ☐ 10 - Interior Stained or Soiled
- ☐ 11 - Punctured
- ☐ 12 - Scratched (Except Glass)
- ☐ 13 - Torn
- ☐ 14 - Dented-Paint/Chrome Not Damaged
- ☐ 18 - Molding/Emblem/Weatherstrip-Damaged
- ☐ 19 - Molding/Emblem/Weatherstrip-Loose, Missing
- ☐ 20 - Glass-Cracked
- ☐ 21 - Glass-Broken
- ☐ 22 - Glass-Chipped
- ☐ 23 - Glass-Scratched

Other: ☐ \_\_\_\_\_

### Bill of Lading (BOL)

32. Was a copy of Carrier's Signed Bill of Lading (BOL) noting damage/delivery receipt provided? \*

*Mark only one oval.*

☐ Yes      *Skip to question 33*

☐ No      *Skip to question 34*

### Upload Bill of Lading (BOL)

33. Please upload the copy of Carrier's Signed Bill of Lading (BOL) noting damage/delivery receipt. \*

Files submitted:

*Skip to question 35*

### Explanation for Missing Bill of Lading (BOL)

34. Please provide an explanation for the missing BOL: \*

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### Attachments & Additional Information

35. Picture(s) of Damages (max 5). \*\*Reminder: Image file names must include RPN and last 8 characters of VIN \*

Files submitted:

36. Additional Information Additional Information (Vehicle needs to be towed, interior of vehicle exposed to the environment, etc...)

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## 37. Additional Documentation (max 1 file; no additional photos)

Files submitted:

Preferred Dealership / Authorized Body Shop

## 38. Do you have a preferred dealership/authorized body shop for this vehicle? \*

*Mark only one oval.*

☐ Yes      *Skip to question 39*

☐ No      *Skip to question 42*

Preferred Dealership / Authorized Body Shop Information

## 39. Location Name \*

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## 40. Phone Number \*

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## 41. Email Address \*

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Certification

## 42. Certification \*

*Check all that apply.*

☐ I certify that I have verified that all information provided is accurate and complete, and that all documents, photographs, and attachments are included as necessary.

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