

MAIL PROCESSING SERVICE AGREEMENT



www.UMVAK.com

1.844.373.3681

SENDER CONTACT INFO

First Name: _____ Last Name: _____

Phone: _____ Email: _____*

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

* An email notification will be sent when your package has been received and reviewed. An additional email will be sent with the return tracking number for your convenience. It is your responsibility to track your package.

VEHICLE OWNER INFO If you are not the actual owner please let us know who is.

First Name: _____ Last Name: _____

Phone: _____ Email: _____

USPS RETURN SHIPPING⁺ INFO Same as Sender Contact

First Name: _____ Last Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

+ UMV ships all packages via USPS (unless requested otherwise). If FedEx is requested, a physical address is required. We will email you the USPS tracking number so you may track your own package.

FEE SCHEDULE These fees are in addition to the State of Alaska DMV fees

UMV Mail Processing Fee: \$205 per transaction

USPS Priority envelopes provided by UMV: \$40 Prepaid USPS Priority envelopes provided by the client: \$20

Additional shipping options available upon request; email mp@umvak.com for pricing.

Holding fee for client in-person processing is \$40.

Incomplete packages will be returned and charged a return fee: \$50

Signature Authorization Required _____

Credit Card AUTHORIZATION

Name on Card: _____

CC#: _____ Exp: _____ CVC: _____

Company: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

I authorize UMV, LLC to charge my credit card for DMV related fees, UMV Convenience fees, and shipping costs. I understand I will receive a line item receipt for charges incurred. I certify I am an authorized user of the credit card listed above and I authorize UMV, LLC to charge my account.

Cardholder Signature _____ Date _____

IMPORTANT

To ensure the accuracy of required information, email your complete package to mp@umvak.com. We will review and respond with any needed changes and associated costs. Please allow one (1) business day for a response.

Send all **ORIGINAL DOCUMENTS** to:
UMV - Mail Processing Department
113 W Northern Lights Blvd, Suite N
Anchorage, AK 99503

Please use a shipping method that allows you to track your package. We will contact you once your package has been reviewed and after your transaction is completed.

Submittal Checklist

Please follow the instructions on our website for your specific request or transaction as not all documents listed here are applicable to every transaction.

- UMV Mail Processing Svc Agreement
 - Fee Schedule Signed
 - CC Info Complete and Signed
 - Documents signed by a Power of Attorney must include a statement that the Appointer authorizes the attorney-in-fact to sign the odometer disclosure statement.
 - Vehicle Transaction Application
 - Original Title or Manufacturer Certificate of Origin
 - Military LES for current month (if registered owner is military)
 - Original / Certified Power of Attorney (if used to sign any documents)
 - Copy of Current Valid Driver's License
- Payment Type Enclosed (2 Options):**
- Business Check*payable to: **UMV LLC**
***personal checks not accepted**
 - Credit Card Payment