



A Marmon | Berkshire Hathaway Company

Kentucky Truck Body
7070 International Drive
Louisville, KY 40258

Custom Truck Body Manufacturing

Reimbursement Request Methods

If you have previously paid for a repair covered by this recall, or you elected to have a repair covered by this recall completed yourself or by a third-party service facility, and you wish to request reimbursement for the reasonable cost of such repair, there are 2 methods for reimbursement.

If you can accept a credit card payment, this is the quickest and easiest way to receive reimbursement.

Procedure:

- E-mail Warranty@KYTrailer.com
Include a copy of the repair invoice.
Make sure the invoice has the chassis VIN and what repair was performed.
Provide a contact person and phone that can accept credit card payment.

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If you cannot accept a credit card payment, then we will need to set you up in our accounting system for (ACH) direct deposit. This method typically takes 3-4 weeks and requires all the stated documents on the next sheet.

Procedure:

- Include a copy of the repair invoice.
Make sure the invoice has the chassis VIN and what repair was performed.
Complete the second sheet and sign.
Supply all items requested in steps 1-5
E-mail everything to Warranty@KYTrailer.com



## TRS-100.A – Supplier Request Form

Marmon Holdings, Inc., or its subsidiary companies (Marmon or Marmon operating units) can make payments via ACH/EFT (preferred method), wire transfer, or other. All new supplier requests or changes to existing suppliers must be requested using this form. If information is provided in a separate document (e.g., invoice or instructions on supplier letterhead), attach documentation and indicate ‘See Attached’ where applicable. To complete this form, suppliers must (1) complete Section 1 as well as the Supplier Acknowledgement and (2) follow supplier instructions listed below. All suppliers must complete this form to become authorized to do business with Marmon.

**Supplier Instructions:**

1. Please attach a verified bank letter (dated within the last 12 months), **OR** if a verified bank letter cannot be obtained, an acceptable substitute would be to provide banking details on the supplier’s official letterhead (dated within the last 3 months)
2. All U. S. Suppliers please attach W-9 (select if 1099 is required)
3. All Non-U. S. Suppliers please attach W-8BEN-E (select if 1099 is required)
4. Signature must be wet (handwritten and scanned) or digital (electronic representation of wet signature)
5. Please attach a sample invoice

Section 1 – General and Contact Information			
Name as Displayed on Invoice: <span style="background-color: yellow;">(Please provide actual or sample invoice)</span>		Tax ID/FEIN: <span style="background-color: yellow;">(please provide copy of W-9 or W-8BEN)</span>	
Mailing Street Address:	City:	State/Province:	Postal Code:
Country:	Main Telephone:	Website Address:	
Billing Contact Name:	Billing Contact Telephone:	Billing Contact E-Mail:	
Order Contact Name:	Order Contact Telephone:	Order Contact E-Mail:	
Remittance Advice E-Mail:	1099 Form Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Payment Method (select one): <input type="checkbox"/> ACH/EFT <input type="checkbox"/> WIRES <input type="checkbox"/> OTHER	
Freight Terms:	Notes:		

SUPPLIER ACKNOWLEDGEMENT			
<i>The undersigned individual has reviewed the information provided in this form for accuracy and has also reviewed and agrees to the Marmon payment authorization terms and condition <a href="#">located here</a>. (the “Terms &amp; Conditions”) All payments processed hereunder shall be subject to the Terms &amp; Conditions.</i>			
<span style="background-color: yellow;">(Wet or Digital Signature) By:</span>	Printed Name:	Title:	Date:

**NOTIFICATION ADDRESS.** In the event Supplier wishes to cancel or make any changes to this form (including, but not limited to, the designation of a different bank account), it must send all related notices to the address below or designated email contact per operating unit.