

# New Vehicle Damage Fleet Reporting Form

**These reports ensure a quick and accurate response from the DBC.  
\*Please note all damages as indicated on your delivery receipt\*  
The DBC is not responsible for illegible handwriting, type on form or print.**

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## Fleet/Dealer Information:

VIN:

BAC:

Name:

Phone Number:

E-mail Address:

Company:

Vehicle Location (Address):

**NOTE:** This form will take the place of your initial call into the Dealer Business Center. Please complete each section in its entirety, attach all supporting documentation and submit your damage notice. The New Vehicle Damage Team will either e-mail or call you back depending on the details of your situation. If you are unclear about a question on this form, please refer to the Transportation P&P.

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## Delivery Details:

Carrier:

Date of Delivery:

Was the delivery receipt signed by the carrier and your inspector?:

Are there comments on the delivery receipt?:

Was the vehicle delivered during or after hours:

If after hours, was an LON sent? If so What Date?:

Has the vehicle been repaired?

Hours of Metal Panel Repair Time?

**NOTE:** Fill out completely, if unknown can put N/A

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## Reporting Damage?

Check off what applies to this specific VIN above

Major Damage  +8hrs metal repair  +1hr frame repair  Hail Damage  Flood

Water Damage  Missing items (P&P 1.1.12)  Heat/Weld Required

Additional Comments:

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## How Can We Help?

Claim Reject

Job Card Number?

Rejected Transaction Number?

Reject Error Code?

Debit Appeal

Deviation Debit Reason?

Job Card Number?

Debited Transaction Number?

# New Vehicle Damage Fleet Reporting Form

Damage Codes As Reported On E-Pod/ Delivery Receipt

Damage Code 1:

Damage Code 2:

Damage Code 3:

Damage Code 4:

Damage Code 5:

Damage Code 6:

Damage Code 7:

**NOTE:** Only put as many Damage Codes as listed on E-pod/Delivery Receipt

Other

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## Please Confirm That the Following Have Been Attached?

Pictures       LON       Estimate       Delivery Receipt       Sublet Bill

Other

**NOTE:** The more information you attach, the less likely an agent will reach out to you asking for documentation. This will speed along your case resolution.

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- E-mail this form along with your attachments to the Dealer Business Center at [NVDRreporting@gm.com](mailto:NVDRreporting@gm.com)
  - You will receive an email response from the NVD team acknowledging your submission within 24/48 business hours. These are not computer generated.
  - You will be provided a case number
  - The DBC will communicate with you again in 24/48 business hours with information on how to proceed with your case.
  - If you call the DBC, provide your case number on the voicemail, and state that you are with Fleet
  - Please add [NVDRreporting@gm.com](mailto:NVDRreporting@gm.com) to your mailbox, this is the email we will use to reply to you and we do not want it to go to your junk mail.