

## *S.C. Roadmaster Agency Set-up and Licensing Requirements*

---

To begin writing Roadmaster an Agent must be appointed with the company; please complete the following:

1. Agency Fact Sheet (Complete sections 1 and 2 of the form found on page 13).
2. Form W-9 (page 17)
3. State of South Carolina Department of Consumer Affairs Initial Application for Individual Motor Club Representative Registration (Revised 03/07). See form on the following pages. Photocopies of the blank application are allowed but RPM must receive the **original** signed and completed application. If you have any questions, or need any additional instructions, forms, or guidelines, please contact Beth Miles at 1-800-866-7773.

If you have any questions, or need any additional instructions, forms, or guidelines, please contact Beth Miles at 1.800.866.7773. RPM will pay for one (1) new motor club license agent per agency. As long as the agency actively produces motor clubs for RPM, RPM will pay each agent's renewal license fees. If you wish to license more than one agent, send \$20 for each additional agent. Please make the check payable to Nation Safe Drivers but mail it along with other required paperwork listed above to RPM.

Please mail all forms directly to Reliable Policy Management:

**Attention: Beth Miles  
Reliable Policy Management, LLC  
PO Box 100521  
Florence, SC 29502-0521**



## **Reliable Policy Managements, LLC**

PO Box 100521

2141 Enterprise Dr.

Florence, SC 29502-0521

Phone: 1.800.866.7773 or 1.843.673.1921

Fax: 1.800.313.0645 or 1.843.673.1922

[www.reliablepolicymgt.com](http://www.reliablepolicymgt.com)

### **SC South Carolina**

#### **MOTOR CLUB REPRESENTATIVE APPOINTMENT PROCEDURE**

1. You must use the ***State of South Carolina Department of Consumer Affairs Initial Application for Individual Motor Club Representative Registration (Revised 03/07)*** – the S. C. Dept. of Consumer Affairs no longer accepts the old 02/04 application form.
2. **Complete** the above mentioned form, but do not sign it until you are in the presence of a notary – your signature has to be notarized on this form.
3. If your answer to question #s 2, 3, 4 or 5 on page 2 of this application is yes, attach a separate sheet, if needed, to fully explain the subsequent questions.
4. **Your signature** MUST BE NOTARIZED
5. FEE - **\$20.00** per applicant annually. **RPM will pay to license one (1) agent per agency**. If you wish to license more than one agent at this time, send \$20.00 per additional agent. As long as the agency continues to produce motor club business for RPM, RPM will pay the renewal fees for each agent.
6. Question #8 should be answered “**yes**” – a copy of the S.C. Motor Club Services Act is included in these Guidelines.
7. If you have any questions or need additional Guidelines or other supplies, please feel free to call RPM 1-800-866-7773 or visit us on-line at [www.reliablepolicymgt.com](http://www.reliablepolicymgt.com). Nation Safe Drivers will replenish your customer packet supplies according to your production.

**Mail** the completed application(s) and check (if applicable) **to:**

**RPM/Reliable Policy Management, LLC**

P.O. Box 100521

Florence, SC 29502-0521



# STATE OF SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS

## INITIAL APPLICATION FOR INDIVIDUAL MOTOR CLUB REPRESENTATIVE REGISTRATION

**Mailing Address**  
P.O. Box 5246  
Columbia, SC 29250-5246

S.C. Code Ann. § 39-61-120 *et seq.*  
[www.sconsumer.gov](http://www.sconsumer.gov)  
803-734-4253/800-922-1594

**Street Address**  
3600 Forest Drive  
Columbia, SC 29204-4006

### Instructions

Applicant must return this completed form to sponsoring motor club company for submission with Appointment, License Fee, etc. Do not leave blank spaces on this form. In the event information requested is inapplicable, please note this by marking n/a for not applicable.

**Note:** This form must be completed for each company you represent.

### REPRESENTATIVE INFORMATION

Last Name:		Telephone No.:	
First Name:		SSN:	
Middle Name:		Drivers License No.	State Issued:

### RESIDENCE ADDRESS

Present	Street	City	State	Zip	County
Previous					

### NAME AND ADDRESS OF MOTOR CLUB BEING REPRESENTED

Name	Street Address	City	State	ZIP

### APPLICANT PERSONAL HISTORY

Date of Birth	Place of Birth	Parent's Name	
		Father:	
		Mother: (Maiden)	

### EDUCATIONAL BACKGROUND

Type of School	Name and Address of School	Course of Study	Years Attended		Graduate	
			From	Thru	Yes	No
High School					<input type="checkbox"/>	<input type="checkbox"/>
College					<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)					<input type="checkbox"/>	<input type="checkbox"/>

**EMPLOYMENT EXPERIENCE**

(Last Five Years Only)

List Current or Most Recent Experience First

Employer's Name and Address	Business Type	Date of Employment		Positions or Duties	Reason for Termination
		From	To		

**QUESTIONS**

- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | Yes                      | No                       |
| 1. Are you, or, have you been, licensed as a motor club representative in any State?<br>If yes, list states. _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you had a license suspended or revoked by any governmental agency?<br>If yes, when and by whom? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you had a representative contract cancelled by a motor club?<br>If yes, list company and reason for cancellation. _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you been charged with irregularities or shortages in your accounts or transactions with a motor club?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you been convicted of a violation of any law other than minor traffic violations in the last ten years?<br>If yes, give details. _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. How much time will you devote to motor club business? _____   |                          |                          |
| 7. Describe the training you have received to offer motor club services.<br>_____  |                          |                          |
| 8. Are you familiar with the provisions of the South Carolina Motor Club Services Act that relate to motor club representatives, and to Unfair Trade Practices in the motor club business? | <input type="checkbox"/> | <input type="checkbox"/> |

**APPLICANT'S CERTIFICATION**

I, \_\_\_\_\_, the applicant, do solemnly swear that all information and answers contained in this application are complete, true and correct to the best of my knowledge.

SWORN AND SUBSCRIBED to and before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

## Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name		
	Business name, if different from above		
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)	
	City, state, and ZIP code		
List account number(s) here (optional)			

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number								

or

Employer identification number								

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

### Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% after December 31, 2003; 28% after December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9**.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Note:** *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

### Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note:** *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

**Exempt payees.** Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

- 9. A futures commission merchant registered with the Commodity Futures Trading Commission;
- 10. A real estate investment trust;
- 11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
- 12. A common trust fund operated by a bank under section 584(a);
- 13. A financial institution;
- 14. A middleman known in the investment community as a nominee or custodian; or
- 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, **1** through **15**.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for <b>9</b>
Broker transactions	Exempt recipients <b>1</b> through <b>13</b> . Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients <b>1</b> through <b>5</b>
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt recipients <b>1</b> through <b>7</b> <sup>2</sup>

<sup>1</sup> See **Form 1099-MISC**, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

**Note:** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at [www.ssa.gov/online/ss5.html](http://www.ssa.gov/online/ss5.html). You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at [www.irs.gov](http://www.irs.gov).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN **or** that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> **You must show your individual name**, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.





# STATE OF SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS

## REPRESENTATIVE REGISTRATION CANCELLATION MOTOR CLUB SERVICES

**Mailing Address**  
P.O. Box 5246  
Columbia, SC 29250-5246

S.C. Code Ann. § 39-61-120 (d)  
[www.sccoconsumer.gov](http://www.sccoconsumer.gov)  
803-734-4253/800-922-1594

**Street Address**  
3600 Forest Drive  
Columbia, SC 29204-4006

Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

It is requested that the representative's registration for the below-named representative be cancelled.

Last Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_

Request Made By: (Check One)     Company     S.C. Department of Consumer Affairs

### REASON FOR CANCELLATION

**NOTE:** Notice of termination of any club representative's authority to act on behalf of the club must be sent to this Department in writing within thirty (30) days of termination. See § 39-61-120(d)

Representatives ID card must be attached or a written explanation of why it can't be returned with this form.

I hereby certify the above information is true and correct.

SWORN AND SUBSCRIBED to and before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Signature Authorized Appointing Officer

### For Department Use Only

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
Company Code: \_\_\_\_\_

# Roadmaster Claim Form

**Member Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Vehicle Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

**Membership Number** \_\_\_\_\_ **Inception Date of Membership:** \_\_\_\_\_

**Plan Type** (please indicate which plan was purchased):

\$48 Reimbursement Auto Club – 6 Months       \$80 Reimbursement Auto Club – 12 Months

\$45 Roadside Asst. – 6 Months       \$70 Roadside Asst. – 12 Months       \$110 Classic Plan

**Claim Information:**

**Towing**

Towed to: \_\_\_\_\_ Towed from: \_\_\_\_\_

**Lock Out**

**Roadside Assistance**

**Date of Loss/Disablement** \_\_\_\_\_ **Cause of Disablement:**  **Accident**  **Other**

**Member signature** \_\_\_\_\_

*Please be sure to attach all **original** receipts from service facilities. The receipts should include the Name, Address and Telephone Number of the company. (For example: a towing receipt bearing the name, address and telephone number of the towing service, as well as the charge for service)*

Mail this completed form and **original** receipt(s) to:

**Roadmaster  
Suite 100  
800 Yamato Rd.  
Boca Raton, FL 33431-4431**

✓ Be sure to keep copies of everything mailed to the company

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: ( \_\_\_\_\_ ) \_\_\_\_\_

# Roadmaster Cancellation Request Form

## **POLICY INFORMATION – Required for cancellation**

Effective Date of Cancellation: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Policy Effective Date: \_\_\_\_\_

Insured's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

*All information in this section is*

**REQUIRED**

*in order to cancel this policy!*

## **REASON FOR CANCELLATION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **AGENCY INFORMATION**

Agency: \_\_\_\_\_ Agent Code: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Named Insured's Signature (Only the Named Insured on this policy is authorized to sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Signature

Please mail this form to: **Reliable Policy Management, LLC**

**PO Box 100521**

**Florence, SC 29502-0521**

**You may fax the completed & properly signed form to 800.313.0645**

# Roadmaster Supply Order Form

**Nation Safe Drivers**  
**800 Yamato Rd., Suite 100**  
**Boca Raton, FL 33431-4431**  
**Phone: 1.800.338.2680    Fax: 561.226.3625**  
**Attention: Rebecca Reger**

Date: \_\_\_\_\_ Order requested by: \_\_\_\_\_

**Please Ship Order To:**

Attention: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

*Please be sure to include  
 your street address –  
 not a Post Office Box number.*

<b>Supply Item</b>	<b>Quantity</b>
Reimbursement Auto Club Plan Benefits Sheet	
Roadside Assistance Plan Benefits Sheet	
“Classic” 12 months Roadside Assistance Plan Benefits Sheet	
NSD Auto Club brochure	
NSD; The ultimate Discount Package brochure	
Rx Savings Plus member prescription card	
Rx Savings Plus brochure	
Preferred Club Vision Express insert	
Glove Compartment Kit envelope	

**Please use one of the following methods to place your order to the Attention: Rebecca Reger**

- (1) You may **call: 1.800.338.2680, ext. 298**
- (2) You may **fax** your order on this form to: **561.226.3625**
- (3) You may **mail** this form to:
 

**Roadmaster**  
**Suite 100**  
**800 Yamato Rd.**  
**Boca Raton, FL. 33431-4431**

If you have any questions concerning your supply order, please call:

**1.800.338.2680, ext. 298**

# Roadmaster Member Address Change Form

Mail to: **Reliable Policy Management, LLC**

**PO Box 100521**

**Florence, SC 29502-0521**

**Phone: 1.800.866.7773 Fax: 1.800.313.0645**

Date: \_\_\_\_\_ Order requested by: \_\_\_\_\_

Membership Number: \_\_\_\_\_ Effective Date of Change: \_\_\_\_\_



Member's Name: \_\_\_\_\_

New Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Agency Code: \_\_\_\_\_

Agency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## NSD Roadmaster Motor Club Transmittal

<b>Date:</b>	<b>Name of Agency:</b>	
<b>State:</b>	<b>RPM Agency Code:</b>	
Name of Member	Membership Number	Membership Fees
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
11.		\$
12.		\$
13.		\$
14.		\$
15.		\$
16.		\$
18.		\$
19.		\$
20.		\$
13.		\$
14.		\$
15.		\$
16.		\$
17.		\$
18.		\$
19.		\$
20.		\$
21.		\$
22.		\$
23.		\$
24.		\$
25.		\$
26.		\$
27.		\$
28.		\$
29.		\$
30.		\$
<b>Total Fees</b>		\$

## **Motor Club Service Act**

### **SOUTH CAROLINA GENERAL ASSEMBLY**

#### **Copyright and Disclaimer**

The South Carolina Legislative Council is offering access to the unannotated South Carolina Code of Laws on the Internet as a service to the public. The unannotated South Carolina Code on the General Assembly's website is now current through the 2006 regular session. The unannotated South Carolina Code, consisting only of Code text and numbering, may be copied from this website at the reader's expense and effort without need for permission.

The Legislative Council is unable to assist users of this service with legal questions. Also, legislative staff cannot respond to requests for legal advice or the application of the law to specific facts. Therefore, to understand and protect your legal rights, you should consult your own private lawyer regarding all legal questions.

While every effort was made to ensure the accuracy and completeness of the unannotated South Carolina Code available on the South Carolina General Assembly's website, the unannotated South Carolina Code is not official, and the state agencies preparing this website and the General Assembly are not responsible for any errors or omissions which may occur in these files. Only the current published volumes of the South Carolina Code of Laws Annotated and any pertinent acts and joint resolutions contain the official version.

Please note that the Legislative Council is not able to respond to individual inquiries regarding research or the features, format, or use of this website. However, you may notify Legislative Printing, Information and Technology Systems at LPITS@scstatehouse.net regarding any apparent errors or omissions in content of Code sections on this website, in which case LPITS will relay the information to appropriate staff members of the South Carolina Legislative Council for investigation.

Title 39 – Trade and Commerce

#### **CHAPTER 61.**

#### **MOTOR CLUB SERVICES ACT**

**SECTION 39 61 10.** Short title.

This chapter is known and may be cited as the "Motor Club Services Act".

**SECTION 39 61 20.** Definitions.

As used in this chapter:

- (a) "Administrator" means the Administrator of the Department of Consumer Affairs.
- (b) "Club" means any person presently or hereafter engaged in selling, furnishing, or making available to members, either as principal or agent, motor club services.
- (c) "Club representative" means any individual in this State designated by the club who acts or aids in any manner in the solicitation, negotiation, or renewal of service contracts. This definition does not include any individual performing only work of a clerical nature in the office of a club or providing an application to a potential club member.
- (d) "Insurance service" means any act by a club to sell or furnish to a member insurance benefits, including, but not limited to, accidental injury and death benefits when the insurance is issued only by an insurance company duly authorized to do business in this State.
- (e) "Motor club service" means the rendering, furnishing, or procuring of, or reimbursement for, any of the following: towing service, bail and arrest bond service, emergency road service, claim adjustment service, legal service, theft service, map service, emergency travel expense service, community traffic safety service, license service, merchandise and discount service, travel, touring, and travel information service, guaranteed hotel/motel rates service, new car pricing service, financial service, check cashing service, personal property registration

service, credit card service, insurance service, and buying and selling service to any member of the club.

(f) "Service contract" means any written agreement whereby any club, for a consideration, promises to render, furnish, or procure for any member a motor club service.

**SECTION 39 61 30.** Deposit of cash, securities, or bonds.

A club may not render or agree to render a motor club service without first depositing and thereafter continuously maintaining the amount of fifty thousand dollars in cash or securities approved by the Administrator or, in lieu thereof, a bond in the amount of fifty thousand dollars executed by a surety company authorized by the laws of this State to transact business within this State. The bond must be executed to the State of South Carolina and must be for the use of the State and for any members who may have a cause of action against the club.

**SECTION 39 61 40.** Security; required assurances.

The security:

(a) Must be for the protection, use, and benefit of all persons whose applications for membership in a motor club have been accepted by the club or its representatives.

(b) Shall assure that the club faithfully furnishes and renders to members any and all of the motor club services furnished, sold, or offered for sale by it.

(c) Shall assure that the club complies with and abides by all the provisions of this chapter and all the regulations of the Administrator prescribed, published, adopted, and promulgated under authority of this chapter.

(d) Shall assure that the club pays all fines and penalties that may become due to the State from the club and by virtue of the provisions of this chapter.

**SECTION 39 61 50.** Suits by aggrieved members; aggregate liability.

If any member is defrauded or aggrieved by any misconduct, wrongful act, misrepresentation, or failure of the club to render its services or fulfill its contractual obligations, the member may bring suit on the security in his own name, but the aggregate liability of the surety for all suits may, in no event, exceed the amount of the bond.

**SECTION 39 61 60.** Submission and approval of club name.

The name of the club must be submitted to the Administrator with its application for a certificate of authority, and the Administrator shall approve any name so submitted unless the proposed name is deceptively similar to that of any other club licensed or qualified to do business in this State or unless the name is likely to confuse or mislead the public.

**SECTION 39 61 70.** Application for, and issuance of, certificate of authority; fee.

(a) No club may offer, issue, or renew a motor club service contract in this State without first obtaining from the Administrator a certificate of authority so to act. A certificate of authority must be issued by the Administrator to the club upon submission of items (1) through (6) of this subsection (a) in a form satisfactory to the Administrator. The applicant shall submit:

(1) A formal application for the certificate in the form and detail the Administrator requires, executed under oath by its president and secretary or two other principal officers of the club or other persons the Administrator may require.

(2) A certified copy of its charter or articles of incorporation and its bylaws, if any.

(3) If a corporation, a certified copy of the certificate of authority or good standing certificate from the Secretary of State.

(4) A copy of its most recent financial statement prepared in accordance with generally accepted accounting principles and certified by two principal officers of the applicant or, in the event the applicant is not a corporation, other persons as the Administrator may require.

(5) An explanation of its plan of doing business and copies of the following:

(i) Its application for membership.

(ii) The proposed membership certificate or identification card and any proposed addendum thereto.

(iii) Any individual insurance policy or group certificate to be offered.

(iv) Any service contract to be issued.

(6) Any other relevant information requested by the Administrator.

(b) No certificate of authority may be issued by the Administrator until the club has paid an initial certificate of authority fee of five hundred dollars.

**SECTION 39 61 80.** Certificates of authority permanent unless suspended or revoked; renewal requirements.

Certificates of authority issued hereunder are permanent unless revoked or suspended as provided in this chapter. No certificate of authority may be renewed by the Administrator until the club has:

(a) Paid an annual certificate of authority renewal fee of five hundred dollars by October thirty first.

(b) Filed a copy of its most recent financial statement prepared in accordance with generally accepted accounting principles and certified by two principal officers of the club or, in the event the applicant is not a corporation, other persons as the Administrator may require.

**SECTION 39 61 90.** Service of process.

(a) Serving of process in any action, rule, order, or legal proceeding may be made on any club not domiciled in this State having a certificate of authority to transact business in this State by mailing two copies of the process to the Administrator by registered or certified mail. One copy, certified by the Administrator or his deputy as having been served upon him, is considered sufficient evidence, and service upon the Administrator or his deputy as attorney is considered valid service upon the club.

(b) When legal process is served upon the Administrator as attorney for a club not domiciled in this State, he shall forthwith forward one of the duplicate copies of the process served on him to the club. The Administrator shall give immediate notice of process to the club by telephone. As a condition of valid and effective service and of the duty of the Administrator in the premises, the plaintiff in each process shall pay to the Administrator at the time of service the sum of ten dollars, which the plaintiff may recover as taxable costs in the case if he prevails in the suit. The Administrator shall keep a record of all processes, which shall show the day and hour of service and where and by whom served.

**SECTION 39 61 100.** Cease and desist orders; revocation or suspension of certificate of authority.

(A) The department may file a request for a contested case hearing with the Administrative Law Court for an order requiring the club to cease and desist or an order revoking, suspending, or vacating the certificate of authority of a club, if the Administrative Law Court finds, after a hearing, that the club:

(1) has violated or failed to comply with any provisions of this chapter or regulations promulgated pursuant to the authority of this chapter;

(2) has obtained a certificate of authority through wilful misrepresentation or fraud;

(3) has engaged in fraudulent or deceptive practices;

(4) has wilfully, orally or in writing, misrepresented the terms, benefits, privileges, and provisions of any service contract issued or to be issued by it or any other club;

(5) is unable to meet its obligations as determined by generally accepted accounting principles;

(6) has, after notice to the club of an alleged occurrence of any of items (1) through (5) of this section, refused without just cause to submit relevant information to the administrator with respect to the motor club services within this State.

(B) Instead of revocation, suspension, or refusal to continue a certificate of authority for a violation or violations of items (1) through (6) of subsection (A) of this section, the administrative law judge may assess an administrative penalty of not less than one hundred nor more than one thousand dollars for each violation. An accumulation of these penalties may not exceed five thousand dollars for matters commenced in any calendar year. These penalties may be assessed in connection with orders to cease and desist.

**SECTION 39 61 110.** Requirements of service contracts.

No service contract may be issued or delivered in this State unless it contains:

- (a) The exact corporation or other name of the club.
- (b) The exact location of its home office or any business office to which inquiries may be made.
- (c) The motor club services contracted for.
- (d) The territory wherein motor club services contracted for are to be rendered.
- (e) The duration of the service contract.

**SECTION 39 61 120.** Registration of club representatives; termination of representative's authority; fee.

(a) No individual may act as a club representative in this State without the club having registered the individual with the Administrator within thirty days of the date of designation as a club representative. Registration as a club representative must be made to the Administrator upon forms prescribed and furnished by him. The registration is permanent, subject to revocation or suspension as provided in this chapter.

(b) The club representative shall furnish information concerning his identity, business address, personal history, business experience, and other information that the Administrator considers pertinent and germane. A club representative:

- (1) Must be at least eighteen years of age.
- (2) Must be a trustworthy person of good repute.
- (3) Shall have received training from the club or must have otherwise qualified by experience in the business of clubs rendering motor club services.

(c) Any willful misrepresentation of any information required to be disclosed in any registration is subject to the sanctions provided for in this chapter.

(d) Upon termination of any club representative's authority to act on behalf of the club, the club shall notify the Administrator in writing within thirty days of termination.

(e) The fee to be paid to the Administrator at the time registration is made and annually on or before April thirtieth for the renewal is twenty dollars.

**SECTION 39 61 130.** Sanctions for noncompliance by club representative; contested case hearing.

Upon satisfactory evidence that a club representative has violated or failed to comply with a provision of this chapter or regulation promulgated pursuant to the authority of this chapter, the administrator may issue an order requiring the club representative to cease and desist from engaging in the violation or may revoke or suspend the club representative's authority. A club representative aggrieved by an action of the administrator taken pursuant to this provision may file a request for a contested case hearing with the Administrative Law Court.

**SECTION 39 61 140.** Restrictions on advertising.

No club may make reference to its certificate of authority or approval from the Administrator or the State in advertising, circular, contract, or a membership card nor may it advertise or describe its services in a manner which would lead the public to believe that it is an insurance company, association, or exchange.

**SECTION 39 61 150.** Services subject exclusively to this chapter.

The offering of motor club services is subject solely and exclusively to the provisions of this chapter and the offering of services by any authorized club is not considered transacting business as an insurance company, association, or exchange, except as otherwise provided herein.

**SECTION 39 61 160.** Authority of administrator.

The Administrator shall administer this chapter and may promulgate regulations, subject to Act 176 of 1977 (the

Administrative Procedures Act) necessary to carry out its provisions.

**SECTION 39 61 170.** Violations; penalties.

Any person who violates the provisions of this chapter is guilty of a misdemeanor and, upon conviction, must be punished by a fine of not more than five hundred dollars or imprisonment for not more than three months, or both.

**SECTION 39 61 180.** Sale of insurance by club representatives; license requirements.

A club representative is not required to be a licensed insurance agent in connection with the sale of accidental injury and death benefits or other insurance covering a motor club service, which is issued in conjunction with and as a part of a motor club service contract but must be licensed to sell any other type of insurance.

**SECTION 39 61 190.** Incidental services.

Nothing contained in this chapter prohibits a club from offering services which augment or are incidental to any service offered by the club or any other services which are of assistance and are beneficial to members and are feasible for the club to render.

**SECTION 39 61 200.** Attorney's fees.

Any person who brings a civil suit for damages suffered because of any violation of any provision of this chapter, or any regulation promulgated by its authority, and who prevails in the suit, may be awarded reasonable attorney's fees.