

# TIRE & RIM MECHANICAL FAILURE INSURANCE *SERVICE PROCEDURE*



**Millennium**  
Insurance Corporation



## **For tire +/-or rim replacement and rim repair service:**

- Return the vehicle to your selling dealer or licensed repair facility.
- Provide the dealer/licensed repair facility with a copy of your Tire & Rim certificate.
- **If the licensed repair facility is not the selling dealer, provide a copy of the Millennium Insurance Corporation (MIC) service form.**
- Complete the “Details of Incident” section and sign the service form.
- The dealer/licensed repair facility will be required to supply a parts and labour estimate for tire or rim replacement.
- The dealer/licensed repair facility will be required to take pictures of the damaged tire or damaged rim.
- Pictures and service form are to be sent to MIC at [tireservice@firstcanadian.ca](mailto:tireservice@firstcanadian.ca) for review.
- MIC will inform the dealer/licensed repair facility of the service status upon review of the service submitted.
- Once authorized and work completed, the dealer/licensed repair facility to submit signed copy of the repair order along with a copy of the detailed invoice showing their cost to purchase the tire or rim for payment.
- **Replacements and rim repairs must be pre-authorized;** failure to do so will result in non-reimbursement.

## **For tire repair service**

- Return the vehicle to your selling dealer or licensed repair facility to have the tire or rim repaired.  
**The repair must be completed with the tire being removed from the wheel and a rubber stem patch assembly installed to the inner liner to prevent air loss.**
- Present the dealer/licensed repair facility with a copy of your Tire & Rim certificate.
- Present the dealer with a copy of the MIC service form.
- Complete the “Details of Incident” section and sign the service form.
- The dealer/licensed repair facility or the owner must submit a signed copy of the repair order for payment to [tireservice@firstcanadian.ca](mailto:tireservice@firstcanadian.ca). The invoice must include the date, vehicle description, and owner information.

Maximum limit for tire repairs is \$60.00, including taxes.

If you have any questions about the form or its application, please call our Tire Service Department at **780-417-5486** or email at [tireservice@firstcanadian.ca](mailto:tireservice@firstcanadian.ca).



**Address:** 320 Sioux Road, Sherwood Park, AB T8A 3X6

• **Tel:** 780-417-5486 • **Toll Free Fax:** 1-800-381-2580 • **Email:** [tireservice@firstcanadian.ca](mailto:tireservice@firstcanadian.ca)

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