

TIRE & RIM MECHANICAL FAILURE INSURANCE *SERVICE PROCEDURE*



Millennium
Insurance Corporation



Service Submission can be completed online using the First Canadian Ancillary Service Portal - contact your representative for access.

or contact our tire and rim service department direct:

Email: tireservice@firstcanadian.ca
Phone: **780-417-5486**

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

- Complete the service form, including customer and vehicle information, complete parts and the labour estimate(s), details of Incident section, and have the customer sign the service form.
- Take pictures of the damaged tire or damaged rim.
- Email the pictures and service form to Millennium Insurance Corporation (MIC) at tireservice@firstcanadian.ca for review.
- MIC will advise on the service status upon review of the service submitted.

Replacements and repairs must be pre-authorized; failure to do so will result in non-reimbursement.

For tire repairs:

- **The puncture repair must be completed with the tire being removed from the rim and a rubber stem patch assembly installed to the inner liner to prevent air loss. Do not use only a plug, only a patch, or an outside-in tire repair / on the wheel repair.**
- Submit a signed copy of the repair order for payment.
- Maximum limit for tire repairs is \$60.00 including taxes.

Payment:

Once completed, submit signed repair order to MIC.

For replacements and sublet, include a copy of the invoice showing the cost to purchase the tire +/-or rim or the sublet rim repair.

Email: tirepayables@firstcanadian.ca
Mail: **Tire & Rim Mechanical Failure Insurance**
320 Sioux Road
Sherwood Park, AB T8A 3X6
For any questions or concerns, call 780-417-5486



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

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

TG9600 (06/24)