

## Reporting Change of Vehicle Information

Risk Management must be notified if any of the following information changes. Please complete the following information and email the completed form to: [gl2421@columbia.edu](mailto:gl2421@columbia.edu) The departmental Vehicle Coordinator listed below will receive a confirmation email from Risk Management within one business day.

**Note:** The original title of the vehicle as well as a copy of the current registration will be kept by Risk Management. A copy of the title and the original registration will be kept by the responsible department.

**All vehicles must be registered to: THE TRUSTEES OF COLUMBIA UNIVERSITY  
615 WEST 131 STREET, 3-362A  
NEW YORK, NY 10027**

A valid account number must be provided. Insurance premiums will be charged to the responsible department on a quarterly basis. Risk Management can provide you with an estimated insurance premium upon request. Registration renewal fees will be charged back to the department on an annual basis. If you do not wish to renew the insurance or registration, please file a Vehicle Disposal Condition Report (see Risk Mgmt website for details). Please make sure that all parking tickets are paid promptly at the departmental level to avoid late charges and fees.

For complete information on Columbia's automobile and watercraft policies, please see the Administrative Policy Library. Further information is also available on the Risk Management website.

**Please give brief summary of changes and reason (if applicable) :**

**Vehicle Coordinator Name:**

**Vehicle Coordn Tel:**

**Responsible Department:**

**Vehicle Coordn Email:**

**Dept. Account number:**

**VIN:**

**Make and Model:**

**Year:**

**Vehicle's primary business purpose:**

**Condition:**

**Today's Date:**

**Odometer:**

**Date of Change:**

**Where will vehicle be parked?**

**Address of primary parking place:**