**TO REQUEST A SETTLEMENT CHECK**

(Instructions)

To request a settlement check, you must complete a Settlement Request form (attached) and have a fully executed W-9 form for the payee along with the signed release and email it to Norma Pittillo at [norma\_pittillo@genpt.com](mailto:norma_pittillo@genpt.com).  Once we have received this information, we will process your request.

DO NOT SUBMIT YOUR REQUEST UNTIL YOU HAVE A COMPLETED W-9 FORM AND A RELEASE SIGNED BY THE PLAINTIFF.

Thank you for your help on this matter.  If you have any questions or concerns, please do not hesitate to contact GPC legal department at 770-956-2200.