



Business TD Auto Club Membership Handbook

Ensuring you and
your employees
peace of mind in
Canada and the
continental
United States



TD Auto Club is provided by Dominion Automobile Association (2004) Limited (“DAA”, “we”, “us”, “our”), an independent service provider who has agreed to provide the benefits listed in this Handbook.

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Welcome to TD Auto Club

As a valued member, you can enjoy Business TD Auto Club¹ services for 12 months anywhere in Canada and the continental United States, so you and your employees have security and peace of mind while on the road. From towing to battery boosts to lockout services, you now have 24/7 access to comprehensive Emergency Roadside and Towing Services².

Please take a few moments to read this Handbook to understand how to take full advantage of your roadside assistance services and reimbursement options.

Requesting Roadside Assistance

**For emergency assistance
24 hours a day, 365 days a year**

In Canada and the continental United States, call: **1-800-265-1289**

Please have the following information available when you call:

- your primary telephone number and mailing address
- the exact location of your vehicle
- the make, year, colour and licence plate number of your vehicle

TrxNow

Roadside events rarely occur at a time that is convenient, and nothing is more frustrating than not knowing when help will arrive. TrxNow technology offers TD Customers real-time visibility to track all aspects of the service call, including provider status, expected time of arrival and service call updates. With your satisfaction as our highest priority, TrxNow gets you and your vehicle off the road faster and safer than ever before.

TrxNow is a web-based application with no download required. Simply call **1-800-265-1289**, and follow the prompts to receive a text message with a link that will allow you to start the process.



Membership General Information

- Your TD Auto Club membership covers you when driving any car, anywhere in Canada and the continental United States.
- Your TD Auto Club membership will renew automatically on your TD Business Credit Card until cancelled by you as long as your TD Credit Card Account is open and in good standing.
- Your primary telephone number serves as your Business TD Auto Club membership identification.
- If your address should change over the course of your membership, it is up to you to contact us at **1-800-265-1289** and inform us of any changes or corrections that need to be made to your personal information.
- If your TD Credit Card number or expiry date changes, please contact us at

1-800-265-1289 to provide your new information.

- If you have received roadside assistance outside of the TD Auto Club membership and paid for those services separately, we have reimbursement options which allow you to claim for reimbursement up to the stated limits listed in this Handbook, subject to our final determination. For more information regarding your reimbursement options, contact us at **1-800-265-1289**.
- Business TD Auto Club members benefit from up to six roadside assistance dispatch calls or claims for reimbursement for any service per membership year.



Submitting a Claim

To claim reimbursement benefits, a claim must be submitted to us within 30 days of the incident. The claim must be accompanied by applicable receipts and include your full name, phone number, and address. If the claim is for reimbursement of payment for Emergency Roadside and Towing Services, Traffic Accident Emergency Services, or Stolen Vehicle Emergency Services, the following must also be included:

- **Emergency Roadside and Towing Services:** Description of the breakdown, service required, and a detailed repair bill.
- **Traffic Accident or Stolen Vehicle Emergency Services:** A copy of the police report and letter from your vehicle insurance provider verifying the traffic accident and/or stolen vehicle and indicating the expenses covered by your vehicle insurance provider.

Once the claim is verified and approved, we will mail you a reimbursement cheque to your address on file.

Email your claim to TDClaims@DAA.ca
or mail your claim to:

TD Auto Club Claims
P.O. Box 5817
London, ON N6A 4T3

DAA maintains the TD Auto Club emergency assistance phone number, email and mailing address and should only be used for the purposes of communicating with TD Auto Club.



Emergency Roadside and Towing Services

You can count on TD Auto Club when you need emergency roadside assistance. Call the toll-free number and our representative will direct you to the appropriate service centre to provide you with the prompt and efficient service that you need. Our service centre network extends across Canada and the continental United States. You do not have to pay for any covered services listed below:

Dead Battery, Tire Change and Gas Delivery Services

We'll help you get back on the road in a hurry should you:

- Have a dead battery
- Require a tire change (not including repairs)
- Require delivery of gas to a stranded vehicle (includes cost of 10 litres of gas)

Reimbursement option:

Up to \$250 per roadside event

Lockout Service

In the event that you should lock keys in your vehicle, service to open your locked vehicle can be provided by a locksmith approved by us or a service centre.

Please note that you assume full responsibility for any damage to the vehicle as a result of an entry attempt. For keys locked in the trunk, access must be available through the passenger compartment. Cost of keys for Lockout Services are not included.

Reimbursement option:
Up to \$250 per roadside event

Breakdown Towing – To the nearest service centre

TD Auto Club services will be there should your vehicle experience a mechanical breakdown disabling it from proceeding under its own power. Your disabled vehicle will be towed from the site of the breakdown to the nearest service centre within 5 kilometres of your vehicle's location. Should you choose to go to a different service centre outside of the initial 5 kilometres, additional fees will apply. If you find yourself in an area where there isn't a service centre within 5 kilometres, we'll bring you to the nearest one within 200 kilometres, at no cost.

Reimbursement option:
Up to \$250 per roadside event

Eligible towing costs are those incurred for moving your disabled vehicle from the site of the breakdown **to the nearest repair service centre** within 200 kilometres for repairs. (Storage fees not included).

Winching Services

We will also cover the cost of winching services if your vehicle is stuck in snow or a ditch, and, once removed, can proceed under its own power. The vehicle must be accessible and located on, or adjacent to, a regularly travelled road. Winching services do not apply if the vehicle is not able to proceed under its own power due to damage and needs to be towed. If your vehicle needs to be towed and is accessible, the Traffic Accident Emergency Services – Accident Towing section on page 9 will apply.

Up to two service vehicles and specialized towing equipment will be dispatched on scene if required for a period of one hour each.

**Reimbursement option:
*Up to \$250 per roadside event***

DAA, The Toronto-Dominion Bank and the service centre assume no liability for any damage that may be caused during the performance of winching services. Service centres will take every step possible to avoid incurring any damage to the vehicle. However, if any damage does occur, a claim cannot be placed other than with your vehicle insurance provider.

What you should know about the Emergency Roadside and Towing Services

After you receive Emergency Roadside or Towing Services, it is your responsibility to have the vehicle fixed (if repair is required). Evidence of repair (where repair to your vehicle is needed) will be required for any repeat requests for Emergency Roadside and Towing Services; otherwise the cost of such repeat requests will be payable by you.

Motor homes or recreational vehicles

Should your breakdown occur out of reach of a service centre that is equipped to service motor homes/recreational vehicles, we will attempt to contact the closest service provider for assistance, if available, and may reimburse you for any services received for your motor home/recreational vehicle, to a maximum of \$250. **Note:** Motor homes/recreational vehicles over 8,000 lb/3,600 kg are only covered on a reimbursement basis.



Traffic Accident Emergency Services

A traffic accident can be a very frightening and unpleasant experience. We can help by reimbursing you for expenses incurred as outlined below. To qualify for reimbursement, however, you must have reported the accident to the police. In addition, it is important that you contact your vehicle insurance provider immediately following any traffic accident. There are no distance limits in order for you to obtain the following Traffic Accident Emergency Service benefits.

Accident Towing – Up to \$250

We will reimburse you up to \$250 for the towing of your vehicle from the scene of the traffic accident to the service centre chosen by you. Expenses are eligible for reimbursement when not covered by your vehicle insurance provider. (Accident clean-up and storage fees are not included.)

Emergency Transportation/ Rental Car – Up to \$250

We will reimburse you up to \$250 to take you and your passengers from the scene of your traffic accident to your destination, using a rental vehicle from a recognized bona fide rental agency or commercial transportation (e.g., taxi, bus, train, plane). Expenses are eligible for reimbursement when not covered by your vehicle insurance provider.

Emergency Accommodation and Meals – Up to \$250

You will be reimbursed up to \$250 to help pay for accommodation and meals for you, and any additional cardholders on your TD Auto Club membership in the vicinity of your traffic accident, while you are awaiting repairs to make your vehicle roadworthy.

Return to Location of Repair Site – Up to \$250

Should a traffic accident disable your vehicle, you may need to leave it for repairs in the vicinity of the accident while you return home or travel to another destination. In this case, you will be reimbursed up to \$250 for expenses incurred for commercial transportation (e.g., taxi, bus, train, plane) from your home or other destination, back to the location of the repair site.

Personal Necessities – Up to \$50

We will reimburse you and any additional cardholders registered on your TD Auto Club membership up to a total of \$50 for the cost of personal necessities required while you are staying at a hotel or motel, as a result of a traffic accident.

What you should know about Traffic Accident Emergency Services

- Traffic Accident Emergency Services are payable in the event that a vehicle is disabled and unable to proceed under its own power as a result of having been involved in a traffic accident while driven by eligible members.
- We will reimburse any reasonable fee charged by the police to obtain a copy of the traffic accident police report. Please enclose a receipt for this expense with your claim.
- Traffic Accident Emergency Services are payable only for costs which were incurred within 72 hours of the traffic accident (except for “Return to Location”, which applies any time).
- Coverage applies worldwide.

Mechanical Breakdown Services – Less than 100 km from home Commercial Transportation – Up to \$50

Mechanical Breakdown Services – More than 300 km from home

You will also benefit from Trip Interruption services if your vehicle experiences a mechanical breakdown and the cardholder is more than 300 km from home.

- We will consider the cardholder’s claim for commercial transportation (taxi, bus, plane or train) should the cardholder wish to continue to his/her destination or return to the business for a maximum of up to \$250.
- We will consider the cardholder’s claim to cover the cost for accommodations and meals in the vicinity of the

breakdown while the cardholder awaits the repair of his/her vehicle, up to a maximum of \$300.



Stolen Vehicle Emergency Services

If your vehicle was stolen when you were at a minimum of 80 kilometres away from your home, and you have reported the theft to the police and your vehicle insurance provider, we will provide you with the following services:

Emergency Accommodation and Meals – Up to \$250

We will reimburse you up to \$250 for costs you and any additional cardholders registered on your TD Auto Club membership incur to stay at a motel or hotel of your choice, including lodging and meals, while you are stranded and awaiting the recovery or replacement of your stolen vehicle.

Emergency Transportation – Up to \$250

We will reimburse you up to \$250 for the costs of transporting you and any Additional Cardholders registered on your TD Auto Club membership to your destination or home using commercial transportation (e.g., taxi, bus, plane, train, car rental).

Return to Location – Up to \$250

Should the police locate your vehicle after you have returned home or proceeded to another destination, you will be reimbursed up to \$250 for expenses incurred using commercial transportation (e.g., taxi, bus, plane, train, car rental) in returning to the location of the recovered vehicle.

Personal Necessities – Up to \$50

If you stay at a hotel or motel as a result of your vehicle being stolen, you and your passengers will be reimbursed up to \$50 in total for personal necessities required while you are stranded.

What you should know about Stolen Vehicle Emergency Services

- Stolen Vehicle Emergency Services will not apply when coverage is provided by your vehicle insurance provider.
- Coverage applies worldwide.



Hazardous Weather Services

As motorists living in Canada, we have all experienced the inconvenience and uncertainty of hazardous weather and poor driving conditions.

When travelling, should you encounter road closures due to snow, hail, ice, fog, forest fire, avalanche, tornado, hurricane or landslide, leaving you stranded more than 100 kilometres away from home, you are entitled to the following benefits:

Emergency Accommodation and Meals – Up to \$250

Should hazardous driving conditions leave you stranded and unable to continue your travel, you will be reimbursed for the cost of accommodation and meals for you and any additional cardholders registered on your TD Auto Club membership, up to \$250 in total.

Towing – To the nearest service centre

Should hazardous weather conditions cause your vehicle to require towing, we will help tow your vehicle to the nearest service centre within 5 kilometres of your vehicle's location. Should you choose to go to a different service centre outside of the initial 5 kilometres, additional fees will apply. If you find yourself in an area where there isn't a service centre within 5 kilometres, we'll bring you to the next nearest one within 200 kilometres, at no cost. Reimbursement up to \$250 is available for eligible towing costs incurred for moving your disabled vehicle from the site of the breakdown to the nearest repair service centre within 200 kilometres for repairs (Storage fees not included).

Commercial vehicles weighing more than a **Gross Vehicle Weight (G.V.W.) of 8,000 lb/3,600 kg** are only covered on a reimbursement basis.



Membership Agreement and General Conditions

Membership Agreement

- TD Auto Club services, account administration and support are provided by Dominion Automobile Association (2004) Limited (“DAA”, “we”, “us” or “our”), which has agreed to provide the Emergency Roadside and Towing, Traffic Accident Emergency, Stolen Vehicle Emergency and Hazardous Weather Services (“Benefits”) listed in this Handbook to members of the TD Auto Club (“members”), subject to this Membership Agreement as set out here in this Handbook.

- Our records determine the commencement and termination dates of your coverage and will be evidence of your eligibility to claim benefits.
- Members must be holders, in good standing, of a valid Business TD Credit Card issued by The Toronto-Dominion Bank.
- Your TD Auto Club membership is not transferable.

General Conditions

Definitions

For the purposes of this Handbook:

“vehicle” shall mean any motor car, truck, bus, motor home or motorcycle with a G.V.W. of less than 8,000 lb/3,600 kg, but shall not include any snowmobile, farm tractor, farm or construction machine or any other vehicle not normally intended to be driven on public roads or highways. Vehicle must be plated, with current registration and vehicle insurance.

“traffic accident” shall mean the upset or collision of a vehicle with any object, moving or stationary.

Exclusions

Benefits as described in this Handbook will **not** be provided:

- a) Where there is any indication at the time of a traffic accident or incident of your consumption of alcoholic beverages or narcotics or where you are not in possession of a valid licence to operate vehicle, or when your licence is under suspension;
- b) While a vehicle is not plated, not currently registered or not covered by Public Liability and Property Damage automobile insurance;

- c) In the event that charges are attributed to a traffic accident or incident that occurred while you were committing or attempting to commit a criminal offence;
- d) When your claim arises out of an incident which occurs while your membership with TD Auto Club is not in force or you did not incur any expenses.

Members' Responsibilities & Coverage –

It is the members' responsibility to keep their vehicle(s) in roadworthy condition. It's important that you understand your coverage. You should be aware that your coverage does **not** apply to:

- a) Cost of parts, repairs, labour, additional servicing equipment, storage or impound towing;
- b) Towing from one service centre to another, or towing to any residential location
- c) A second tow or a repeat call for the same mechanical problems;
- d) Costs which are covered by your vehicle insurance provider;
- e) Vehicles driven into an area not regularly travelled;
- f) Unauthorized individuals driving your vehicle;
- g) Service to vehicles unattended by you.

We reserve the right to decline any claim presented for payment more than 30 days from the date the service was performed, or any claim not in conformity with the requirements set out in this Handbook.

The services contracted for in relation to the Benefits shall **not** cover emergency claims caused directly or indirectly, wholly or partly by war, riot, floods, invasion, insurrection, civil commotion or while the vehicle you are driving is being used in the military or police service.

Satisfaction Guaranteed

We are committed to your total satisfaction with the TD Auto Club membership which you have purchased.

If, for any reason, we do not meet your expectations of value or service within the first 30 days of your membership, you may obtain a full refund by contacting us by phone or mail:

Phone: **1-800-265-1289**

Mail: **TD Auto Club Claims
P.O. Box 5817
London, ON N6A 4T3**

Cancellation will be effective when written notification has been received at that address or the day of the call, as the case may be.

We will immediately and without question issue a full refund.

Cancellation Policy

If you are not completely satisfied with your TD Auto Club membership after the first 30 days, you may cancel at any time by forwarding **written notification of cancellation to TD Auto Club, P.O. Box 5817, London, ON N6A 4T3 or by calling 1-800-265-1289**. Cancellation will be effective as of the date written notification is received at this address, or for cancellations by phone, cancellation will be effective the day you called us. Members who cancel after the first 30 days will receive a pro-rated refund of the applicable membership fee as required by applicable law.

Agreement Term/Termination

The term of the agreement is 12 months from the effective date of the membership and shall automatically renew for an additional 12 months unless the member

gives advance notice of termination to us **in writing at TD Auto Club, P.O. Box 5817, London, ON N6A 4T3 or by calling 1-800-265-1289**. Upon renewal, we have the right to charge the member's TD Credit Card Account the renewal fee then applicable. Further, we have the right to terminate this Agreement on 30 days written notice if the TD Auto Club Program is cancelled. Members will receive a pro-rated refund of the applicable membership fee as required by applicable law.

The contact information above pertains to DAA and should only be used for the purposes indicated in each section.

Membership Termination or Suspension

We may terminate or suspend your membership at any time without notice, for any reason, including:

- if your TD Credit Card Account associated with TD Auto Club is no longer in good standing or is closed or cancelled by you;
- if we determine, in our sole discretion, that you have made excessive use of or have abused or misused your membership.

Liability Statement

All service providers providing service Benefits to members are independent contractors and are not employees of DAA, TD Auto Club or The Toronto-Dominion Bank. Therefore, DAA, TD Auto Club, and The Toronto-Dominion Bank cannot and do not assume any liability or responsibility for any loss or damage to a member's vehicle or personal property resulting from the rendering of such service.

Any loss or damage is the sole responsibility of the servicing facility and should be reported to the proprietor of the facility and your own insurance company within 24 hours of its occurrence and prior to any repairs being carried out.

All references to TD Auto Club services in this Handbook refer to services provided by DAA.

Sharing and Disclosing your TD Business Credit Card Information

With respect to maintaining, enhancing and servicing your TD Auto Club membership, you acknowledge and agree that information about your TD Credit Card (including its status, Account number and expiry date) and information about your TD Auto Club membership (including the frequency and types of services provided to you and any comments you may provide about your membership), may be shared between The Toronto-Dominion Bank and DAA. Please note that PO Box 5817 is solely managed by DAA and any documents addressed to this mailbox will be collected by DAA. The Toronto-Dominion Bank does not have access to this mailbox.

- ¹ TD Auto Club membership is provided by Dominion Automobile Association (2004) Limited, an independent third party service provider. The Toronto-Dominion Bank and its affiliates accept no responsibility or liability in respect of these services. Any disputes must be settled directly with the service provider.
- ² Benefits, features and conditions are described as at August 31, 2023, and are subject to change. All monetary values are stated in Canadian dollars.
- [®] The TD logo and other trademarks are the property of The Toronto-Dominion Bank or its subsidiaries. References to TD mean The Toronto-Dominion Bank.

