



## TRANSACTION CERTIFICATE (TC) CORRECTION REQUEST

**INSTRUCTIONS:**

1. Fill in all boxes completely. (Please type or print clearly.)
2. Explain the correction that is requested. The original TC that was sent to the buyer must accompany this form and be received by TCO Cert before correction will be made.
3. Notify the buyer that a correction of this particular TC has been requested so that they are aware that a new TC will be arriving to replace the incorrect TC.
4. TCO Cert will sent the corrected TC to both the buyer and the seller. When the seller receives the corrected copy of the TC, it should be attached to the incorrect TC. Both TCs (correct and incorrect) should be retained as a record of this transaction.

<b>Transaction Certificate Number</b>	<b>Signature</b>	<b>Date</b>
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*(The correction form must be signed by requester. An e-mail copy of this form can be accepted without the signature if the requester's signed authorization is on file at TCO Cert.)*

REQUESTER INFORMATION		EXPLANATION OF INFORMATION TO BE CORRECTED
Name (Company):		
Operator No.:		
Address:		
Phone:	Fax:	
E-mail:	Member #:	