BARCHIESI LAW PLLC

INDEPENDENT DEALER EDGE

Deposit Cancellation Review

PENNSYLVANIA DEALER WORKSHEET

Use an internal reference. Keep completed copies with the secure file. Assign an owner and a follow-up date.

Reference _____ **Owner** _____ **Date** _____

01 Log the request

- [ ] Record when cancellation was requested and retain the original message.
- [ ] Use an internal reference and assign a staff owner.

02 Review the documents and facts

- [ ] Pull the signed agreement, deposit receipt and dealer-acceptance record.
- [ ] Check financing and delivery conditions and what occurred.
- [ ] Review any forfeiture clause for a specified amount or item, clear wording, buyer initials and other legal requirements.
- [ ] Check the prompt-full-refund circumstances in § 301.4(a)(6).

03 Document the outcome

- [ ] Escalate disputed terms or facts for legal review.
- [ ] Record the authorized decision, customer communication and any refund confirmation.

Application of deposit-forfeiture language, financing conditions and refund obligations to a particular cancellation requires attorney review.

Pennsylvania motor vehicle dealer rule, § 301.4

General education. Use the official source and obtain legal review for the individual matter. November 7, 2026.