

Thank you for choosing to partner with Success Leasing. This checklist will walk you through the process of turning in your truck. We suggest starting to prepare for your truck turn-in process around 30 days from your lease completion. Give us a call if you have any questions at 417-521-3712.



### **PRIOR TO TURN-IN**

- ☐ Communicate with your payroll advisor and discuss items relevant to end of lease including health insurance and garnishments.
- ☐ Take the time to clean your truck. The cleaner your truck is when turned in, the cheaper your detail bill will be.
- ☐ If you ordered a new truck, complete the Status of Ordered Truck request on [SuccessLeasing.com](http://SuccessLeasing.com) (under the knowledge center) or call 417-521-3712 to check in with Success Leasing to confirm your order details.
- ☐ Call the tractor shop 2 weeks in advance to schedule the Lease Completion Inspection (Springfield: 417-521-3367; Salt Lake City: 801-977-5938; Pittston: 570-602-4771).



### **UPON ARRIVAL TO YARD FOR TURN-IN**

- ☐ Check-in with Leasing online at [SuccessLeasing.com/checkin](http://SuccessLeasing.com/checkin) (if you are not taking time off and do **not** have a truck ordered) to be placed on the list to look at available trucks.
- ☐ Turn in chains and equipment to Outbound, if necessary.
- ☐ Remove personal belongings from your truck.
- ☐ Contact the Detail Shop to have your personal items removed from your tractor (fridge, chain rack, side box, etc.) and have Detail inspect your truck for lease completion (Springfield: 417-521-3588; Salt Lake City: 801-977-5915; Pittston: 570-602-4770).
- ☐ Stop by the Body Shop for an estimate.
- ☐ We recommend you be present for the inspection, if possible.  
Once your inspection is completed, you will no longer have access to the truck.



## AFTER TURN-IN

- ☐ Your lease completion incentive should be completed within 3-5 business days. If your truck is out of warranty or has a garnishment, the turnaround time might be slightly longer.
- ☐ Longevity/Retention & Rewards Program: Remember if you have not signed a new lease contract within 59 days, you will lose what you have built up in the Retention & Rewards program as well as your longevity benefits with Success Leasing.
- ☐ Once the shops (detail, body, tractor) complete your estimates they will send those to Leasing for review. We will then compare any accidents/incidents that occurred during the lease as well as the original truck inspection you completed prior to signing your lease.
- ☐ Once your Lease Completion Incentive is finalized you will receive an email with a full summary and a phone call the week of your payout. All payouts will be on Fridays with your normal settlement.
- ☐ You can track the progress of your Lease Completion at [SuccessLeasing.com](https://www.SuccessLeasing.com) under Lease Completion Incentive Status.

This information is effective as of January 2026 until further notice or cancellation. Success Leasing reserves the right to modify the program at any time.