

# IMPORTANT INFORMATION



## Michigan Automobile Dealers Association

### Avoid a cancelled license

Michigan law requires dealers to renew their dealer licenses by December 31. To help ensure that renewals will be processed before the expiration date, the state requests early submission of renewal applications by November 1. Licenses will be canceled if not renewed by December 31.

If canceled, your dealer license and plates will become invalid. You would then be required to reapply for dealer licensing and discontinue dealership operations until a new application is processed and the state issues a new license number.

### Business entity name changes

If you need to change your business entity, the state does not allow you to renew using the form mailed. Please contact Jean Quinn at MADA.

### Vehicle dealer surety bonds

MADA recently reviewed potential bond carriers and we are pleased to announce that our Dealers Insurance Agency (DIA) bonds are now underwritten by Merchants Bonding Company. **A \$10,000.00 bond is available for a very low \$100 annual cost.** This rate is also available to new car dealers who own an independent used car dealership.

A bond renewal statement is provided for those who currently participate. An application is provided to those who may be interested in obtaining a DIA bond. Dealers who would like more information can contact Jean Quinn at MADA.

MADA would like the opportunity to assist with your license renewal. Simply send us your completed information and we will review it for accuracy before personally delivering it to the state. To receive this free benefit, please provide the following information:

- ✓ Completed renewal application (copies and faxes are not permitted)
- ✓ A check for renewal fees, made payable to "State of Michigan" (include invoice number on check)
- ✓ DIA bond renewal invoice and payment (if applicable)

### **Please return applications by November 1, 2009.**

Your completed renewal application can be mailed to one of the following addresses:

United States Postal Service

- ✘ Michigan Automobile Dealers Association  
attn: license renewals  
P.O. Box 2525 ▪ East Lansing, MI 48826-2525

Overnight packages/courier service (i.e. UPS, FedEx)

- ✘ Michigan Automobile Dealers Association  
attn: license renewals  
1500 Kendale Blvd. ▪ East Lansing, MI 48823

Questions or concerns?

Please contact Jean Quinn,  
MADA membership services director  
P: (800) 292-1923 F: (517) 351-3120  
E-mail: [jquinn@michiganada.org](mailto:jquinn@michiganada.org)

An informational brochure from the  
Michigan Automobile Dealers Association

## RENEWING YOUR 2010 DEALER LICENSE & PLATES

Tips to help you renew your dealer license  
and plates with the State of Michigan,  
Bureau of Regulatory Services.

Please route to:  dealer principal  
 license renewal department

*MADA offers personal renewal assistance, as well as confirmation that your renewal has been received! Simply review the information in this brochure then send your completed renewal application to us.*

*(Please note: Your official renewal application is mailed directly from the State of Michigan.)*

To allow time for processing, the State of Michigan requests that renewals be returned by November 1, 2009.

# TWO OPTIONS FOR RENEWING YOUR DEALER LICENSE AND PLATES

Please note: MADA does not provide the actual renewal application. The application is provided by the State of Michigan and is mailed directly to the dealership location listed on the license. (Renewals for supplemental locations will be mailed directly to the supplemental address.)

## OPTION 1: RENEW BY MAIL

- A. **Sections 1 to 9.** Carefully review the pre-printed information. If any field is blank, please fill it in. If any of the information is incorrect, please refer to the instructions provided by the state or contact Jean Quinn for more detailed instructions.
- B. **Lines 10 to 14.** Answer the questions on lines 10 - 14. Make sure lines 12 and 14 have the correct information for your dealership. If 12 and 14 are blank, please fill them in correctly.
- C. **Line 15.** If you have a vehicle salvage agent (class "C" license), include the \$50 fee on line 15 then complete the backside of the application. (If there is no pre-printed contact information on back, ignore this step and proceed to line 16.)
- D. **Line 16.** Refer to line 1 to determine what types of licenses your dealership maintains and enter the correct license fee on line 16. If you fall under more

than one classification, pay only the larger of the license fees - either \$160 or \$75. Do not pay a renewal fee for each license classification. (Example: if you are an "A," "B" and "C" dealer, pay \$160. If you are an "A" and "B" dealer, pay \$75.)

- E. **Lines 17 to 20.** Write in the number of plates you would like for 2009 on lines 17 and 18, then calculate the fees for those plates. (Refer to the Plate Restriction section above line 17 for last year's numbers.) Line 19 will always equal \$20. Line 20 will be the cost for additional plates beyond the first two (at \$10 each).
- F. **Line 21.** Total the license and plate fees owed. Put this amount on line 21 and write a check to the State of Michigan for this amount.
- G. **Line 22.** Only corporate officers listed on line 5 may sign line 22 of the application. If anyone else signs the form, the application will be returned to your dealership for a correct signature.

## OPTION 2: RENEW ONLINE

Online renewal may be appropriate for those who have no changes to their hard-copy renewal application. If you choose to renew online, please read the following:

- A. First review your hard-copy renewal application. This will help with questions that may arise during the online renewal process. (If you find any changes that need to be made, please see option 1 above.) The hard-copy also lists your license number and PIN, which are needed for online renewal.

- B. When renewing online, you are agreeing to the same number of plates as requested last year.
- C. Please be aware that all supplemental locations are automatically renewed with the master location.
- D. If you indicate an arrest or conviction, or that any part of your renewal is incorrect, this will cause your renewal to be held. The state will then mail a notice to the dealer requesting additional documentation.
- E. Please print a copy of the completed renewal screen and confirmation page for your files.

### HARD-COPY RENEWAL TIPS

You may be surprised how many renewal applications include errors or are missing required information. The State of Michigan may reject an application that is not completed properly so please consider these tips.

- ✘ Make a copy of the application BEFORE filling in the information. This way, if a mistake is made, you still have a clean copy.
- ✘ Answer ALL questions.
- ✘ Make sure the application is signed by an officer listed on the dealer renewal.
- ✘ Double check your calculations and fees due.
- ✘ Send your renewal to MADA so we can help catch any potential problems. This can avoid delays caused by an incomplete renewal being held with the State of Michigan until follow-up is processed by mail.

### HOW MANY PLATES?

If you need to order more or fewer plates than you received last year, your best option is to renew by mail. When renewing online, there is no option to request a specific number of plates. You will automatically receive and pay for the same number of plates you requested the previous year.