



An informational brochure from the
Michigan Automobile Dealers Association

Important information to know

Wall license

Your current wall license no longer includes an expiration date. It will remain active as long as you renew on time and no changes are made to dealership information listed on the license. **NEW WALL LICENSES ARE NO LONGER MAILED** unless changes are required.

Renew on time or be canceled

To allow time for processing, the state requests that renewals be returned by June 15, 2010. However, renewals postmarked by June 30, 2010 will still be accepted. Renewals will be canceled after this date.

If canceled, your installment seller license will become invalid and you will be required to immediately stop financing vehicles.

Once canceled, you must submit a new license application (as if applying for a brand new license). The state must process the application and issue a new license number before the dealership can begin conducting business again. (During the busy renewal period, it may take longer to process your new application.)

DFIR requests your e-mail address

In an effort to reduce printing and mailing costs, DFIR will be communicating information about new rules and regulations via e-mail. To ensure that you are kept informed, it is critical that a current dealership e-mail address be included on the front page of your renewal application.

Michigan Automobile Dealers Association

MADA would like the opportunity to assist with your license renewal. Simply send us your information and we will review it for accuracy then deliver it directly to the state - ensuring your license is renewed on time. **To receive this free benefit,** please provide the following information:

- ✓ Completed renewal application (copies and faxes are not permitted)
- ✓ Bottom portion of the state's invoice
- ✓ A check or money order for renewal fees, made payable to "State of Michigan" (include invoice number on check)

Please return applications by June 15, 2010.

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

via United States Postal Service

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

via 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

Renewing your 2010 installment seller license

Tips to help you renew your installment seller license with the State of Michigan, Office of Financial and Insurance Regulation.

Please route to: dealer principal
 license renewal department

*Free benefit of
membership!*

*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 June 15, 2010.

Step-by-step installment seller license renewal guidelines

Please note: MADA does not provide the official renewal application. The application is provided by the State of Michigan, Office of Financial and Insurance Regulation (OFIR) and is mailed directly to the dealership location listed on the license.

If all information on the front side of the renewal application is printed and correct, please skip to section D of these guidelines.

A. Mailing location & business (physical) location.

This information should match the name and address on your dealer wall license exactly. If any of the information is incorrect, please note the corrections on the renewal application.

- ✓ If corrections are necessary, you may need to pay a \$10 amendment fee in addition to the \$30 renewal fee. (There is no fee for changing/adding an officer, P.O. Box or ZIP code.)
- ✓ If you need to change your dealership's name or address, please call Jean Quinn at (800) 292-1923 for detailed instructions.
- ✓ **Ensure that a current e-mail address is provided.** (OFIR will update you with new rules and regulations via e-mail.)

B. General phone and fax numbers. Review the numbers and note any corrections. If your phone or fax number is not listed, please add it. (No amendment fee is required for these edits.)

C. Other authorized names (dba). Review the names listed near the bottom of the application. If there are no dba names listed, this means there are no other names on file for this license. If corrections are needed, please contact MADA's Jean Quinn at (800) 292-1923 for detailed instructions.

D. Certification (on reverse side of application). A corporate officer must sign the state's application in the presence of a notary. **Please review these important requirements:**

- ✓ Renewals with white-out or correction tape on the certification page will be rejected by the state.
- ✓ An officer must include his/her signature and title in the signature box.
- ✓ The witnessing notary must complete the rest of the form, place his/her seal (if applicable) and sign. The notary date must be the same as the date of signature by the officer. The state will reject the renewal if dates do not match.
- ✓ The witnessing notary cannot be a relative of, or have the same last name as, the signing officer.

E. Invoice. Please remit the bottom portion of the State of Michigan's blue invoice (which was included with the renewal) and write a \$30 check or money order, made payable to the "State of Michigan." (Please note: changes to the renewal application may require an additional \$10 fee. See section A of these guidelines for details.)

Important note: OFIR is now reviewing all corporate and dba names associated with a dealership prior to renewing an installment seller license. To ensure that your renewal is not delayed, MADA suggests that you check your corporate and dba names to make sure they are active and renewed with DELEG. To do this, please visit www.dleg.state.mi.us/bcs_corp/sr_corp.asp.

Common mistakes

You may be surprised how many renewal applications include errors or are missing required information. The state may reject an application that is not completed properly, so it is important to fill out your application completely and accurately.

- ✗ Carefully review all checklist items within the "certification" guidelines of this brochure.
- ✗ Remit the bottom portion of the state's invoice with payment.

Helpful hints

- ✗ Make a copy of the application BEFORE filling in the information. This way, if a mistake is made, you still have a clean copy to work from.
- ✗ A renewal with errors sent directly to the state will be held for corrections. The state will then follow up by mail, causing a delay in the renewal process. Whereas, by sending your renewal to MADA, we can review the paperwork and contact your dealership immediately to correct any area of concern.

Questions?

If you would like additional assistance with your renewal, please contact Jean Quinn, MADA membership services director:

- ✗ Phone: (800) 292-1923
- ✗ Fax: (517) 351-3120
- ✗ E-mail: jquinn@michiganada.org