

**Option 1: Change of License Classification from A (new vehicle) and B (used vehicle) to Class B only**

Dealers who may be required to close their new vehicle dealership and subsequently choose to continue selling used vehicles should be aware of the following information. The State of Michigan requires that these steps be taken to properly cancel an “A” (new vehicle) dealer license, and retain a “B” (used vehicle) license.

**Dealer License.** Prepare a letter ([sample](#)) explaining you no longer have a franchise agreement with (manufacturer) and would like to drop your “A” license and retain your “B” license. Note the effective date, include the license number and have the letter signed by the owner.

**Servicing Facility Agreement.** ([form](#)) *This step is only needed if you do not retain your repair facility license and choose to have repairs done at another repair facility. If you choose to cancel, prepare a letter ([sample](#)) to this effect and surrender the original repair facility license.*

**Change of Name Form.** ([form](#)) *This form is only needed if you change your corporation or LLC name or add a dba name. The owner will need to sign the form.*

**Articles of Incorporation.** *If you change your corporation or LLC name, or add/delete a dba, you must amend the articles with the Michigan Department of Energy, Labor and Economic Growth (DELEG). This process should be first on your list of items to handle.*

There will be a fee for this amendment, made payable to the State of Michigan.

Corporate forms:

- [Certificate of amendment BCS/CD-515](#)
- [Certificate of assumed name BCS/CD-541](#)

LLC forms:

- [Certificate of amendment BCS/CD-715](#)
- [Certificate of assumed name BCS/CD-541](#)

**Original Installment Seller License.** ([sample](#)) *This only applies if you change your name or address. The original license should be provided along with a letter explaining the change and signed by the owner. Also note the license number. Include a check for \$10.00 for the amendment fee, made payable to the State of Michigan.*

**Uniform Vehicle Dealer Surety Bond.** Notify your insurance company if there is any change to your corporate name or address. This situation will require a bond rider with the State of Michigan.

Items to provide to the Secretary of State (BRS):

1. Letter of intent to cancel “A” dealer license
2. Letter of intent to cancel repair facility (*if closing the repair facility*)
3. Original repair facility license (*if closing the repair facility*)
4. Change of Name form (*if changing the dealership name/dba*)
5. Copy of the filed Articles of Incorporation or LLC (*if changing name/dba*)

Items to provide to OFIR: (*if changing the dealership name or address*)

1. Original Installment Seller License
2. Letter stating intent to change name/address
3. \$10.00 amendment fee

Items to provide to DELEG: (*if changing the dealership name*)

1. Amended articles of incorporation
2. Proper amendment fees

**Alternately, you can provide all this information to MADA and we will review it and personally deliver it to the appropriate state department.**

**MADA Licensing Department  
1500 Kendale Blvd.  
East Lansing, MI 48823**

**Fax: (517) 351-3120**

If you have any questions about the information required, contact Jean Quinn at [jquinn@michiganada.org](mailto:jquinn@michiganada.org) or call (800) 292-1923.