

RENEWING YOUR 2020 DEALER LICENSE & PLATES

An informational handout from MADA



Please note: the Michigan Department of State's mailing is separate from this MADA mailing.

FREE REVIEW OF YOUR PAPERWORK

Dealers who **renew annually by mail** may send their completed packet to MADA. We will review it for accuracy before hand delivering it to the state. Mail to:

- ☐ Michigan Automobile Dealers Association
attn: license renewals
1500 Kendale Blvd. • P.O. Box 2525
East Lansing, MI 48826-2525 (overnight: 48823)
- ☐ **Have license changes?** If updates are required to the information listed on your renewal, note the changes on the application. In this instance, it's best to **mail** your paperwork to MADA so we can work with you and the state to get the changes made. *There may be additional paperwork required* - and renewing online with the changes could get a temporary "hold" placed on your renewal. (You may not even be aware of the hold.)
- ☐ **P.S. - please let us help!** Every renewal cycle, MADA makes phone calls to dealers who submitted renewals **online** and thought everything was fine, but they were actually at risk of being cancelled due to missing information. Renewing annually through MADA gives you a second set of eyes to review your paperwork and avoids potential hold-ups at the state if information is missing or incorrect.

NEW: STANDALONE CLASS B DEALER TRAINING

Does NOT apply to Class A/B dealerships, nor does it apply to Class B licenses that are supplemental to a Class A license.

Public Act 420 of 2018 revised the law to include dealer training as a requirement to obtain **and renew** a Class B used vehicle (standalone) dealer license. These dealerships must designate an employee to take dealer training once every 24 months.

When renewing, standalone Class B dealers (those not connected to an A license) must sign and certify that this requirement will be done. Dealers will have a short grace period after renewal to meet the designated individual training requirement; however, it is highly recommended that training be completed in advance. The training will be verified by the state in 2020 and violations will be written for non-compliance.

I DIDN'T GET ANYTHING FROM THE STATE

Dealers who renew online have the option to renew for 1-4 years at a time (with all fees paid up front). Those in the middle of a multi-year renewal cycle will not receive paperwork from the state at this time.

- ☐ **Do I have a multi-year renewal?** Check the expiration date on your current printed wall license to be sure. The state's online database within CARS e-Services also lists license expiration dates.
- ☐ **It looks like I need to renew, but I didn't get paperwork. Now what?** Give MADA a call. We will contact the state on your behalf and make sure you get the necessary renewal paperwork.

DEALER PLATES - MAILED MID-FEBRUARY

Current plates are good through Feb. 29, 2020. New plates will be mailed in mid-February - this includes new plates for dealers with a multi-year renewal cycle.

- ☐ **Need more plates?** If you request to increase your dealer plate allotment by 10 or more you will need to complete an additional plate request form and include it with your renewal.
- ☐ If you have a multi-year renewal cycle, you must pay the additional plate fees up front, times the number of years remaining in your multi-year renewal period. (No refunds are given when reducing the number of plates.)

NEW! REQUIREMENTS FOR RENEWAL

- ☐ When submitting your renewal, include a copy of your certificate of liability insurance (ACORD).
- ☐ Within Box #15 of the renewal application, include the highest monthly vehicle inventory held in the past 12 months. (Units, *not value* of inventory)

DEALER SURETY BONDS

Pursuant to MCL 257.248(2), dealers are required to have a valid bond in the amount of \$10,000 in order to receive a license or renewal from the State of Michigan.

- ☐ **MADA can assist with this, too!** We offer bonds at a competitive rate through DIA, with discounted multi-year policy options. Give us a call for information.

QUESTIONS? CONTACT JEAN QUINN

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