

# RENEWING YOUR 2021 DEALER LICENSE & PLATES

An informational handout from MADA

## PLEASE NOTE

- The Michigan Department of State will mail (via USPS) your renewal packets - including supplementals - to your main lot. It is separate from this MADA mailing.
- Completed renewals should be submitted by Nov. 16, 2020.
- **IMPORTANT!!** Keep your current dealer plates. The state is now renewing plates with TABS each year.



## HAVE LICENSE CHANGES?

**Renew by mail with help from MADA.** 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 cause delay or prevent renewal. We will review your paperwork for accuracy before hand delivering it to the state. A return envelope is enclosed for your convenience.

## KEEP DEALER PLATES MARKED WITH "21"

No longer will dealerships receive new dealer plates each year. Instead, you will receive tabs, similar to Michigan resident plate renewals. A few things to know:

- Tabs will be mailed once a dealer's renewal has been processed and issued.
- **Tabs are PLATE SPECIFIC. The number on the tab must correspond with the plate number.**
- Tabs should be placed at the TOP RIGHT CORNER, and can be placed on dealer plates upon receipt. (Motorcycle tabs are placed at the bottom right.)

## MORE DETAILS ABOUT PLATES & TABS

It is now more important than ever to keep accurate inventory of plates/tabs and report any lost or stolen plates.

- To **increase your plate allotment** at renewal time, submit an additional plate request (Form AR-0036) along with proof of inventory to support your request.
- To **reduce your plate allotment**, specify the exact plate numbers you will no longer use. Space is provided on the renewal application.
- **Lost, stolen, or erroneously placed tabs** are subject to standard \$5 replacement fees and procedures. Form AR-0036 would also be used for these situations.
- Additional or replaced dealer plates may be hard printed with the year "21" and will require new tabs. The state is using the current stock until depleted.
- **I have a current multi-year license...what about my tabs?** Tabs will be automatically processed and mailed for dealers with an active multi-year license.

## LICENSE INFORMATION STILL ACCURATE?

**Renew online through CARS e-Services.** CARS e-Services is expected to open for the dealer license renewal cycle on September 21. Once it opens, dealers may renew online with or without the paper renewal from the state.

- There is no PIN access code required.
- Only the **account manager** can access renewal activity.
- The state hopes you are logging in on a regular basis to manage your account, but if not, the login become inactive after 12 months of inactivity. If this happens please contact MADA for assistance.

## SUBMIT ACORD WITH RENEWAL

A current copy of a dealership's certificate of liability insurance (ACORD) must be in your e-Services account at all times. It is suggested that dealers also provide a copy at renewal time. This can be uploaded when renewing online, or include a copy with your mailed renewal. Two reminders regarding the certificate:

- Under the automotive liability section "Any Vehicle" or "All Owned Vehicles" must be marked.
- The state suggests that dealers ask their insurance provider to make the "State of Michigan - Business Licensing Section" a certificate holder to ensure the information stays current with the state.

## I DIDN'T GET A RENEWAL 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; no refunds). 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 do 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 paperwork.

## QUESTIONS? CONTACT JEAN QUINN

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