



The Michigan Department of State will mail your dealer license renewal application directly to the dealership or supplemental location listed on the license. It *is not* included with this MADA mailing.

RENEWALS SHOULD BE COMPLETED AND MAILED TO MADA (OR SUBMITTED ONLINE) BY NOVEMBER 1, 2018.

RENEWING YOUR 2019 DEALER LICENSE & PLATES

An informational handout from the Michigan Automobile Dealers Association

RENEW BY MAIL (ANNUAL)

Dealers who would like to renew annually are encouraged to 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)

Anniversary Based Renewals

Following the 2017 regulatory changes, there are a small number of dealers with an initial license issued on or after April 4, 2017. These dealers have an anniversary-based expiration date and will receive renewal paperwork 90 days prior to their expiration date. Regardless of the expiration, you will receive paperwork from the state in mid-October to request a new allotment of plates for 2019.

NEW DEALER PLATES

Current plates are good through February 28, 2019. New plates will be mailed in mid-February.

DEALER SURETY BONDS

We occasionally receive questions about the necessity of vehicle 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 does offer these bonds through DIA, with multi-year policy options. If you are interested in obtaining a bond through us, please contact MADA.

***Fun Fact --** Approximately 80% of Michigan's new car dealers bond through us!*

FREQUENTLY ASKED QUESTIONS

Q. Why send paperwork to MADA when I could simply renew online?

A. Near the end of 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. *Plus, we really like to help!*

Q. How can I verify my license expiration date?

A. Dealers with an active multi-year renewal will not receive renewal paperwork from the state. Refer to the expiration date on the printed wall license you received when you last renewed. The state's online database also lists license expiration dates. Please visit www.michiganada.org for a quick link to the database and search for your dealership.

Q. I need to make changes to information listed on the renewal. What do I need to know?

A. We recommend that you note the changes on the renewal application and mail your paperwork to MADA so we can work with you and the state to get the changes made in a timely manner. (There may be additional paperwork required.) Please contact MADA with questions.

Q. Can I order more plates than last year?

A. Yes. 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.

Q. If I renew for multiple years will I be able to change my dealer plate allotment at a later date?

A. Yes. If you request an increase, 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. In either case, an "Additional Plate Form" must be completed.

QUESTIONS? CONTACT JEAN QUINN

JQUINN@MICHIGANADA.ORG

PHONE: (800) 292-1923 • FAX: (517) 351-3120