

Please note: you will receive an email from DIFS with your official renewal paperwork. It is **sent to the email address on file** for the dealership.



RENEWALS SHOULD BE COMPLETED AND MAILED TO MADA BY JUNE 15, 2019.

RENEWING YOUR 2019 INSTALLMENT SELLER LICENSE

An informational handout from the Michigan Automobile Dealers Association

RENEWAL FORM

Print the renewal application and attachments **provided by DIFS in the April 2019 email**. Complete and sign the documents. DIFS will again require dealers to provide the following information.

- Certification
- E-mail address
- Federal ID number

In addition, a **corporate officer** must sign and date the certification page. If paperwork is incomplete, an email notification will be sent with additional requirements.

NEW THIS YEAR!

DIFS will accept license *payments* online.
(Renewal paperwork must still be mailed.)

Volume of Activity is no longer submitted at renewal;
however, it will be required later this year.

PREPRINTED INFORMATION

If any renewal information is incorrect or needs updating, note the corrections on the renewal application. Some changes require an additional fee and paperwork; please contact Jean Quinn if you have questions.

Also review the list of corporate officers noted on the renewal form. Make corrections as needed.

RENEW ON TIME OR BE CANCELED

Your completed renewal application must be received on or before June 15, 2019 to allow sufficient time for the review and approval of your renewal filing. Your installment seller license will expire July 1, 2019 if it is not properly renewed. If this happens your installment seller license will become invalid and you must immediately stop financing vehicles until you apply for a new license and receive approval from the state.

DID YOU KNOW?

In previous years, the state had a long list of dealers whose renewal paperwork was incomplete or incorrect and the state was prepared to cancel the licenses. In most instances, the dealership was not aware there was a problem. Dealers who renew through MADA can help avoid this concern; we will contact you directly to correct errors before the renewal is delivered to the state and confirm the license has been renewed.

RENEW WITH HELP FROM MADA!

We encourage dealers to send us their renewal information, which we will review for accuracy before personally delivering to the state. To receive this free benefit, simply provide the following:

- ▶ Original, completed renewal
- ▶ Confirmation of online payment, OR...
- ▶ *Alternately*, submit the bottom portion of the state's invoice and a check for renewal fees, payable to "State of Michigan"

Completed renewals can be mailed to:

United States Postal Service

- ▶ Michigan Automobile Dealers Association
Attn: license renewals
P.O. Box 2525 • East Lansing, MI 48826-2525

Overnight packages/courier service (i.e. UPS, FedEx)

- ▶ Michigan Automobile Dealers Association
Attn: license renewals
1500 Kendale Blvd. • East Lansing, MI 48823

Please return renewals by June 15, 2019.

WALL LICENSES ARE CONTINUOUS

Renewal wall licenses are no longer mailed unless changes are required. To check your renewal status visit <https://difs.state.mi.us/locators?searchtype=ConsumerFinance>. It is recommended that dealerships print a copy of the renewal confirmation, as it is often requested by financial institutions.

QUESTIONS? CONTACT JEAN QUINN

JQUINN@MICHIGANADA.ORG

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