



MICHIGAN LICENSE RENEWAL CONSIDERATIONS FOR DEALERS

MADA is happy to help our members with their MDOS and DIFS license renewals. Please review the following information and contact MADA with questions.

DEALER LICENSE, PLATES

and

SURETY BONDS

REGULATED BY MICHIGAN DEPARTMENT OF STATE (MDOS)

- All dealer licenses expire on **December 31**. Dealers can choose to renew for 1-4 years at a time. (All fees paid up front, no refunds.)
- MDOS opens the e-Services renewal portal in mid-September. Renewals are processed electronically.
- Dealers must have an active **\$25,000 surety bond** to renew. ([Option to purchase this bond through MADA](#)).
- Dealers will receive a new wall license upon renewal.
- **Tabs for dealer plates** expire on the last day of February each year, even if the license is renewed for multiple years.
- New tabs for dealer plates will be mailed before the dealer's existing plates expire. (Dealerships with 20+ plates and those in the middle of a multi-year renewal will generally receive new tabs in February.)

REPAIR FACILITY LICENSE

REGULATED BY MICHIGAN DEPARTMENT OF STATE (MDOS)

- The repair facility license renews on its **anniversary date**. (Check the date on your wall license.) Facilities can choose to renew for 1-4 years at a time. (All fees paid up front, no refunds.)
- Renewal paperwork is mailed to the facility approximately 60 days prior to expiration.
- Repair facilities will receive a new wall license upon renewal.

*It is necessary to create a Dealer e-Services account with MDOS and assign an **Account Manager**. This person will be responsible for renewing both licenses and managing account access for other users in your dealership. <https://dsvsesvc.sos.state.mi.us/TAP/>*

INSTALLMENT SELLER (FINANCE) LICENSE

REGULATED BY DEPARTMENT OF INSURANCE & FINANCIAL SERVICES (DIFS)

- All installment seller licenses expire annually on **June 30**.
- DIFS emails renewal information in April to the email address on record. Renewals are processed electronically through a three- step process:
 - 1. Volume of activity -- 2. Payment -- 3. Email completed documents to DIFS
- These licenses display an effective date - not an expiration date. A new wall license will not be provided unless changes are made to information on the license.

Also see: michiganada.org/faq/renewing-your-license.

Please note: When a dealership's licensing contact changes, it is important to update each state department with the new contact information. Please also notify MADA so we have an appropriate contact in case of licensing questions.

- [MDOS Account Manager change form](#)
- [DIFS contact update form](#)

MICHIGAN LICENSE RENEWAL CONSIDERATIONS FOR DEALERS



Additional Michigan Business Departments

BUSINESS TAXES

MICHIGAN DEPARTMENT OF TREASURY

- Michigan Treasury Online (MTO): update business details, authorized representative information, and file or pay tax returns.
- <https://mto.treasury.michigan.gov>
- Phone: 517-636-6925

BUSINESS ENTITY

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA)

- Look up corporate and dba names associated with a dealership
- <https://mibusinessregistry.lara.state.mi.us/search/business>

Thank you for your membership with MADA. Please let us know if we can be of assistance.

Lexi Hall

MADA Membership Administrator

(800) 292-1923 | lhall@michiganada.org

OTHER HELPFUL MADA RESOURCES

- Licensing related topics
www.michiganada.org/faq
- Educational opportunities
www.michiganada.org/education
- Subscribe to weekly MADA newsletter
Email news@michiganada.org