



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES  
LANSING

PATRICK M. McPHARLIN  
DIRECTOR

## IMPORTANT NOTICE!!!

**RENEWAL DUE DATE: JUNE 16, 2016**

### INSTALLMENT SELLER AND SALES FINANCE COMPANY LICENSE RENEWAL APPLICATION PACKETS

***NEW FOR 2016: Installment seller and sales finance company license renewal application packets will be sent via email beginning April 6, 2016.***

Please review the renewal instructions provided in the renewal packet. The following items must be received by our office on or before June 16, 2016:

- Renewal application (completed and signed)
- Check for renewal fee, made payable to the "State of Michigan"
- Bottom portion of the DIFS invoice
- Original bond or continuation certificate extending expiration date to June 30 of the subsequent year. **(It is *not* required for in-state depository financial institutions or for installment sellers.)**

Renewal applications received after June 30, 2016, will not be accepted. Failure to renew on time will require a new application to be submitted.

If the license will not be renewed, please advise our office in writing no later than June 16, 2016 and return the original license certificate for cancellation.

If you have any questions or do not receive your renewal packet, please send an email inquiry to [DIFS-CFRenewals@michigan.gov](mailto:DIFS-CFRenewals@michigan.gov). Your inquiry will be responded to within 24 business hours of receipt.