

**INSTRUCTIONS FOR COMPLETING YOUR SUPPLEMENTAL VEHICLE DEALER LICENSE RENEWAL
(THIS RENEWAL **MUST BE MAILED** TO THE ADDRESS ON THE FORM)**

Please read and follow these instructions carefully.

1. BUSINESS NAME, ADDRESS, and COUNTY

Contact the Business Licensing Section (1-888-767-6424), or licensing@michigan.gov, regarding any changes to the business name, address or county of the dealership.

2. BUSINESS DAYS AND HOURS

You must list the specific days and hours of the week your dealership will be open for business. Established business hours for "A" and "B" dealers must be a minimum of 30 hours per week.

3. OWNER(S), PARTNERS, CORPORATIONS, LLC's

Individually-owned businesses may add or delete the name of a spouse without changing the type of ownership. *To delete* the name of a spouse, line out the name to be deleted. *To add* the name of a spouse, you must file a "change of owner or officer" application. You may file the renewal application without showing the spouse to be added and file a "change of owner or officer" application separately. Only the name of a spouse may be added or deleted; adding or deleting any other person requires an Original Vehicle Dealer License application.

Partnerships - If you have added or dropped a partner or partners, and if the partnership has not been dissolved and will continue to operate the business, you may renew this license. *To delete* the name of a partner, line out the name to be deleted and submit a copy of the new partnership certificate that has been filed with the county clerk. *To add* the name of a new partner, you must file a "change of owner or officer" application. You may file the renewal application without showing the new partner or partners and file separately a "change of owner or officer" application with a copy of the new partnership filing that has been filed with the county clerk. If the partnership has been dissolved, you may not renew this license. You must file an Original Vehicle Dealer License application.

Corporations and LLCs may add or delete the names of officers, directors, or stockholders owning 25% or more of the stock. To delete a name, draw a line through it. To add names of new officers, directors, or stockholders owning 25% or more of the stock, you must file a "change of owner or officer" application. You may file the renewal application without showing the new persons and file a "change of owner or officer" application separately.

4. AUTHORIZED NEW VEHICLE MAKES ("A" DEALERS ONLY)

Line out the vehicle makes that you no longer sell. To add new makes, print the new vehicle makes in this area and attach a copy of your contract with the manufacturer/distributor.

5. BUSINESS TELEPHONE NUMBER

If a field is blank, fill in the information, including the area code. If any of the preprinted information has changed, line out the incorrect information and print the new information.

6. BUSINESS FAX NUMBER

If a field is blank, fill in the information, including the area code. If any of the preprinted information has changed, line out the incorrect information and print the new information.

7. ELECTRONIC MAIL (E-MAIL) ADDRESS

If the field is blank, please fill in the information. If any of the preprinted information has changed, line out the incorrect information and print the new information.

8. CERTIFICATION AND SIGNATURE

Only a person authorized to sign on the dealership's behalf may sign the application. **Incomplete, false, or misleading statements may delay or prevent the license renewal.**