

IMPORTANT! PLEASE READ ALL VEHICLE DEALER & SALVAGE VEHICLE AGENT RENEWAL INSTRUCTIONS CAREFULLY

To ensure adequate processing time, renew your license online or by mail 30 days prior to its expiration. Renewal applications cannot be accepted more than 30 days after expiration, or a new original license application will be required. Note: renewal and dealer plate fees are non-refundable.

Renewing Your License:

If you have made changes to your business, please review the instructions below. Some changes require additional documentation or may require you to file a new Original Vehicle Dealer application.

Renewing Online:

If you renew your vehicle dealer license **online**, you have the option to renew for multiple years. You will be prompted to select 1, 2, 3, or 4 years. To renew your license **online**, go to www.Michigan.gov/sos/dealerrenewal, select "Renewing Your Dealer License," then "Renew your dealer license online," and sign in to your account under Dealer Services.

To renew **online**, you will need:

- Your dealer account registered for the new Michigan Department of State e-Services.
 - To register, go to WWW.EXPRESSOS.COM and scroll down to the "How to log on to CARS eServices" and select the link for Automotive Dealers. The renewal can only be process by the user who is setup as the Account Manager.
 - https://www.michigan.gov/documents/sos/Automotive_Dealers_646639_7.pdf
- A valid Discover, MasterCard, Visa, or electronic check.

Note: It is a good idea to set a bookmark for the new e-Service page, so that you can easily return to it in the future.

Renewing by Mail:

Incomplete or incorrect applications will delay or prevent the renewal of your license. Some changes require additional documentation or may require you to file a new Original Vehicle Dealer application. Additional forms may be obtained at www.Michigan.gov/sos/dealerrenewal. Please call the Business Licensing Section at (888) SOSMICH (767-6424) if you have questions.

1. CLASSIFICATION CODES

Listed below are the various dealer license classes and the activities authorized under each.

- To **delete** a classification that does not apply to your business, draw a line through the appropriate classification code.
- To **add** a classification, call the Business Licensing Section at the above phone number for instructions.

The following license classifications **are** compatible:

- (1)"A", "B", "C" **or** "R", and "E"
- (2)"C" **or** "R", "E", and "F"
- (3)"D" **and** "G"
- (4)"C" **or** "R", and "W"

Class "A" (New Vehicle Dealer) - May buy and sell new vehicles.

Class "B" (Used Vehicle Dealer) - May buy and sell used vehicles.

Class "C" (Used Vehicle Parts Dealer) - May buy and dismantle vehicles to sell parts and remaining scrap. May buy and sell used, late-model major component parts.

Class "D" (Broker) - Is involved in arranging vehicle sales for others by bringing together buyers and sellers.
A Broker does not take ownership of the vehicle.

Class "E" (Distressed Vehicle Transporter) - May buy vehicles only for resale to Class "C", "F", or "R" dealers.

Class "F" (Vehicle Scrap Metal Processor) - May buy vehicles and process them into scrap metal for remelting.

Class "G" (Vehicle Salvage Pool) - May only store and display vehicles owned by insurance companies.

Class "R" (Automotive Recycler) - May buy and dismantle vehicles to sell parts and remaining scrap.

An Automotive Recycler may buy and sell used late-model major component parts.

Class "W" (Wholesaler) – May buy and sell used vehicles only from and to other licensed dealers.

2. & 3. BUSINESS NAME, ADDRESS, and COUNTY

To show a **change of business name** when type of ownership has **NOT** changed, cross out the business name and write in the new name exactly as it is filed with the Corporation Division of the Michigan Department of Licensing and Regulatory Affairs or with the county clerk's office. *Attach* a copy of the corporate or assumed name filing for the new business name.

To show a **change of address**, please cross out the old address on the renewal application and write the new/current address in box #3. In addition, you **must** complete and attach the following: change of address application, zoning approval form, municipality approval form and a bond rider. Please attach the updated documents to your completed renewal application and return them together. For **Partnerships and individual owners**, you must also submit a copy of the assumed name filing from the county clerk's office if changing counties. **Note: For Class A, B or D dealers, the bond rider must include all required signatures, must be signed by the attorney-in-fact and must be accompanied by the power of attorney.**

4. TYPE OF OWNERSHIP

If your *business entity is changing*, or has changed, *from* or *to* an individual ownership, new partnership, LLC or corporation, **a new license is required. YOU MUST FILE AN ORIGINAL VEHICLE DEALER LICENSE APPLICATION, NOT A RENEWAL.**

5. BUSINESS DAYS AND HOURS

The specific days and hours of the week your dealership will be open for business. For "A" and "B" dealers, established business hours dealers must be a minimum of 30 hours per week. For all others, a minimum of 4 consecutive hours per week are required.

6. & 7. BUSINESS TELEPHONE NUMBER AND 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.

8. OWNER(S), PARTNERS, CORPORATE OFFICERS

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 owners and officers. To *delete* an owner/officer, line out the name to be deleted and submit a signed authorization statement from the individual being removed or a prevailing owner/officer. To add names of new owners or officers, you must file a "change of owner or officer" application. If the new owner being added is a corporation, you must include a delegate of that corporation on the "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.

9. AUTHORIZED NEW VEHICLE MAKES – For Class A Dealers Only

To **delete**, line out the vehicle makes that you no longer sell.

To **add**, print the vehicle make(s) and attach a copy of your franchise agreement with the manufacturer/distributor.

10. ELECTRONIC MAIL (E-MAIL) ADDRESS (Please update email address)

If the field is blank, please fill in the information. Email is required to keep you up to date on the latest issues and policies impacting dealers. If any of the preprinted information has changed, line out the incorrect information and print the new information.

11. WORKERS COMPENSATION INSURANCE – For Class C and R Dealers

This field will indicate your current Workers Compensation Coverage and expiration date or it may show EXEMPT. Businesses listed as Sole Proprietors with no other employees are exempt from the Workers Compensation requirement. If this field indicates anything other than EXEMPT, you must provide updated proof of coverage by contacting your insurance agent for an ACORD form, or you must provide a validated WC-337 Notice of Exclusion. For more information on exclusions, search for publication WC-PUB-002.

12. ASSOCIATED REPAIR FACILITY - For Class A and B Dealers

The Michigan Vehicle Code requires all Class A and B dealers to maintain a repair facility on-site or enter into an agreement with a repair facility within 10 miles of the established place of business. If the associated repair facility name box is empty, then you do not have an associate repair facility on file. Failure to have an associated repair facility on file with the Business Licensing Section will prevent your renewal from being processed. If the dealership is also the repair facility, place your repair facility information in the box. If "expired" appears next to your associated repair facility number, your associated repair facility is expired. Being associated with an expired repair facility will prevent the renewal from being completed. You would need to enter into an agreement with an active repair facility or have your associated repair facility renew.

13. FLEET INSURANCE INFORMATION - For all Class A & B Dealers and Class W Dealers (if dealer plates are issued)

UPDATE: All Dealers that are requesting plates **must provide a valid ACORD Certificate** that shows proper fleet insurance coverage. This insurance coverage must be at least 20/40/10 fleet type Michigan no fault vehicle insurance. The insurance certificate must indicate coverage for either "Any Vehicle" or "All Owned Vehicles" and must be mailed with a paper renewal or uploaded for an online renewal. **You must obtain the ACORD**

form from your insurance agent. We will not accept the proof of insurance cards as they do not contain the information we require. If you fail to provide a correct ACORD form, you will not receive tabs and your plates will expire.

Insurance Company Name – Provide the fleet insurance company name, not insurance agent's name. Check with your agent if you are unsure of this information. If preprinted information has changed, line out the incorrect information and print the new information.

Insurance Policy Number – Provide the fleet insurance policy number. Check with your agent if you are unsure of this information. If preprinted information has changed, line out the incorrect information and print the new information.

Insurance Policy Expiration Date – Indicate the current expiration date of your fleet insurance policy.

14. PLATE REDUCTION

If you do not wish to renew all your existing plates, please indicate the numbers for each you will not be renewing in the space provided or attach an additional page. Please print clearly.

15. SALVAGE AGENT RENEWAL FEE - Class C and Class R dealers only (Non-Refundable)

Include the \$50 fee in Item 14 for each salvage agent license you wish to renew (see back of renewal form). Enter the total dollar amount on the line to the right.

16. DEALER LICENSE RENEWAL FEES (Non-Refundable)

Pay only one license fee, **\$160.00** (if you have a Class C or R) or only **\$75.00** (for all other dealer license types). Enter the dollar amount on the line to the right.

17. TOTAL RENEWED PLATES

Enter the total number of plates you wish to renew. Multiply this number by \$10 and enter the total dollar amount on the line to the right.

18. TOTAL RENEWAL FEE (All Renewal Fees Are Non-Refundable)

Add the totals of boxes 15, 16 and 17 to determine the total renewal fee. Enter this number on the line to the right. Submit a check or money order in this amount payable to the STATE OF MICHIGAN.

19. CERTIFICATION AND SIGNATURE

The applicant must read and agree to the certification statements listed. A signature, printed name, title and date must be completed.

DEALER TRAINING REQUIREMENTS

On March 20, 2019, Public Act 420 of 2018 (PA 420) [MCL 257.258 and 257.258I] went into effect which requires dealer training as a requirement to apply for, renew, and maintain a used vehicle license (Class B). **NOTE:** Any dealer that also has a Class A license is exempt from this requirement.

If you have a Class B dealer license and are renewing for the first time since 2018 because you had a multi-year license, you are required to:

- Select a *designated individual to complete the continuing education training within 90 days your renewal and;
- Certify on your renewal statement that your dealership has met the training requirements.

Continuous Education Training

All Class B dealers must ensure that a designated employee attend continuous education training every 24 months. (More information regarding dealer training can be found on the SOS website.)

Who can be the designated employee?

- The Licensee,
- A corporate officer or partner,
- A general manager, sales manager or an employee who is responsible for preparing title documents for the dealer.

Please be aware:

- Failure to certify will cause the renewal application to be incomplete.
- Failure to complete the training after certification has been made will be considered a false statement of a material fact on an application which could lead to administrative action, fines or both.
- This requirement will be one of the items addressed when inspected by a regulatory agent.

Best Practice Tip

It is highly advisable to complete the training as soon as possible. Classes will likely be full during and immediately after renewal season starts so please don't wait to sign up. You must sign up for a course through your eServices account. A list of the courses available are found on our website at: www.michigan.gov/dealertraining

23. CERTIFICATION AND SIGNATURE

Only a licensee or their duly authorized representative may sign the renewal application. **Unsigned renewals cannot be processed.**

SALVAGE VEHICLE AGENT RENEWALS (Class C and Class R dealers only)

Salvage vehicle agent renewal applications are on a separate page of the dealer renewal form. The licensee or their duly authorized representative and the salvage agent must sign the renewal form. Cross out the renewal form for each agent whose license you do not wish to renew. Include the \$50 fee (for each agent being renewed) in Item 16 on the application. Agent renewal applications will be processed with the dealer renewal application and expire on December 31 of the renewal year. **NOTE: If you have changed agents, visit www.Michigan.gov/sos for a Salvage Vehicle Agent application form.**

SUPPLEMENTAL LOCATIONS

Supplemental location renewal forms are now included as separate pages with the license renewal. These additional forms are two sided. Cross off any supplemental locations you wish to close. Remember to sign the bottom of the form for any locations you wish to keep.

**DEALERS WHOSE LICENSES ARE NOT RENEWED BEFORE THEIR EXPIRATION DATE
MAY NOT CONDUCT BUSINESS**