

## **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 for Multiple Years:**

All dealers have the option to renew for multiple years, both online and by mail. You will be prompted to select 1, 2, 3, or 4 years. All fees for future renewal years will be due at the time your renewal is submitted.

### **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:**

To renew your license **online**, go to [www.ExpressSOS.com](http://www.ExpressSOS.com) and select "Dealer Services" in the Business Services category. Access your eServices account with your Account Manager credentials. Select the "More..." link to the right of the account balance and select "Renew Dealer License."

If you have not yet accessed eServices, the following guide will be helpful:

[https://www.michigan.gov/documents/sos/Dealer\\_new\\_Account\\_Manager\\_718984\\_7.pdf](https://www.michigan.gov/documents/sos/Dealer_new_Account_Manager_718984_7.pdf)

DO NOT create multiple user IDs on a single email address or you will not be able to change your password. If you have trouble logging in to an existing user ID please email [Licensing@michigan.gov](mailto:Licensing@michigan.gov).

**Note:** It is a good idea to set a bookmark for the eService 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](http://www.Michigan.gov/sos/dealerrenewal).

## **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, submit a new dealer license application with all classes included and complete the requirements for all the intended classes. Write your current dealer number and the words "Add a Class" at the top of the application when submitting.

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

Change of name and change of address require the appropriate forms and documents and will delay processing of your renewal. It is recommended these changes occur outside of renewal season.

If you wish to change your name or address, please carefully follow the instructions below as well as on the required forms. If applicable, fleet insurance, workers compensation insurance, and surety bonds must all be updated to reflect any name and/or address changes.

To show a **change of business name** when type of ownership has **NOT** changed, you must submit a Dealer Change of Name and/or Change of Address Application (form AR-0068). The link is shown below. Also send a copy of the filed change form from the Corporation Division of the Michigan Department of Licensing and Regulatory Affairs or with the county clerk's office in the case of a sole proprietorship.

To show a **change of address**, you must submit a Dealer Change of Name and/or Change of Address Application (form AR-0068). The link is shown below. 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.

**Change of Name and/or Change of Address form:**

[https://www.michigan.gov/documents/ar0068\\_19923\\_7.pdf](https://www.michigan.gov/documents/ar0068_19923_7.pdf)

## 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. 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.

## 7. BUSINESS FAX NUMBER

## 8. OWNER(S), PARTNERS, CORPORATE OFFICERS

Verify the accuracy of all listed individuals/entities.

Ownership changes require the appropriate forms and documents and will delay processing of your renewal. It is recommended these changes occur outside of renewal season.

If you need to change the owners, officers, directors, etc., please follow the instructions below as well as on the required forms.

**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, submit a signed authorization statement from the individual being removed requesting their removal, or a death certificate or divorce decree. *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, 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.

Dealer Corporate Officer Change Application (form AR-0069)

[https://www.michigan.gov/documents/ar0069\\_18954\\_7.pdf](https://www.michigan.gov/documents/ar0069_18954_7.pdf)

## 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. 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 must request an exemption from the Workers Compensation requirement. You may do this by submitting a written statement of your exemption to [Licensing@michigan.gov](mailto:Licensing@michigan.gov). Be sure to include your dealer number and name with all submissions.
- Businesses listed as any other ownership type must provide updated proof of coverage. Contact your insurance agent for an ACORD form, or provide a validated WC-337 Notice of Exclusion. For more information on exclusions, search for publication WC-PUB-002.

## 12. SERVICING 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 servicing repair facility name box is empty, then you do not have an associate repair facility on file. Failure to have a servicing 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 servicing repair facility number, the 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 servicing repair facility renew.

Servicing Repair Facility Agreement

[https://www.michigan.gov/documents/rfagreement\\_24365\\_7.pdf](https://www.michigan.gov/documents/rfagreement_24365_7.pdf)

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

All Dealers that are requesting plates must have valid fleet insurance coverage. This insurance coverage must be at least 20/40/10 fleet type Michigan no fault vehicle insurance and include coverage for either “Any Vehicle” or “All Owned Vehicles”. This coverage must remain in force as long as your license is active. If your renewal form indicates your policy is expired or expiring soon, you must submit an updated ACORD form with your renewal.

**The ACORD form must be obtained from your insurance agent. We will not accept the “glove box” proof of insurance cards as they do not contain the information we require.** If you fail to provide a correct ACORD form, your license will not be renewed.

## 14. PLATE REDUCTION

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

## 15. CLASS W DEALER PURCHASES AND SALES

A wholesaler must actively buy or sell vehicles in this state each year to retain possession of a wholesaler license. Please input the number of vehicles you have bought or sold in the prior 12 months. Additionally, list the VIN numbers of these vehicles on a separate sheet and return it with your renewal form.

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

Include the \$50 fee for each salvage agent license you wish to renew. (See salvage agent page of renewal). Enter the total dollar amount on the line to the right.

**17. 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.

**18. 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.

**19. ANNUAL RENEWAL FEE (Subtotal)**

Add boxes 16, 17 and 18 to determine the base renewal fee per year.

**20. NUMBER OF YEARS TO RENEW**

Enter the number of years you wish to renew your dealer license for. All fees are paid now, in advance, and your new license and tabs will be issued automatically each year.

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

Multiply the entry in box 19 by the number of years in box 20 to determine the total renewal fee due. Enter this number on the line to the right. Submit a check or money order in this amount payable to STATE OF MICHIGAN.

**22. CERTIFICATION AND SIGNATURE**

The applicant must read and agree to the certification statements listed. A signature, printed name, title and date must be completed. Only a licensee or their duly authorized representative may sign the renewal application. **Unsigned renewals cannot be processed.**

**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](http://www.michigan.gov/dealertraining)

**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 [https://www.michigan.gov/documents/ar0188\\_19138\\_7.pdf](https://www.michigan.gov/documents/ar0188_19138_7.pdf) 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.

Vehicle Dealer Supplemental Location License Application

[https://www.michigan.gov/documents/ar0066\\_19914\\_7.pdf](https://www.michigan.gov/documents/ar0066_19914_7.pdf)

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