

# Dealer and Agent Services Renewal Check-Off List

**This form is to assist you in ensuring that you have completed all the requirements for your dealer renewal.**

- Verify all information is correct, i.e. name, address, phone number, Federal ID #, sales tax number and email address.
- Verify the license(s) to be renewed.
- Verify the number of plates to be renewed for each license.
- Indicate any secondary or annex locations along with the appropriate fee.
- Be sure to sign the second page of the renewal application.
- Enclose a check and/or money order for the correct renewal fees, made payable to Secretary of State which **can** include the Arbitration/Mediation fees in **one check**. Arbitration/Mediation fees are due on **retail sales of New, Used & Motorcycle only**. Antiques or vehicles over 10,000 lbs. are exempt from arbitration fees but are included in the total number of sales.
- Number of sales are determined by the **total** amount of Notice of Sales from the first day of the month of renewal to the last day of the month prior to your renewal month (example: July 1, 2011 to June 30, 2012 for a July renewal). When counting sales for your renewal, count **all** sales, **including wholesale for the total number of sales for the year**. **Fill in blocks indicating the numeric amount of wholesale and retail sales. Failure to complete will result in the renewal being rejected.**
- **If you primarily engage in the sale of vehicles more than 15 years old, emergency vehicles or industrial, farm equipment or who sells only trucks with a gross vehicle weight of 26, 000 lbs. are exempt from the plate reduction law. **If you sell these types of vehicles please state that on your renewal so there will be no lapse in getting your renewal to you or a reduction of plates.****
- Verify that the insurance (R-1348) filing and surety bond are current.
- If a recycler, include the Recycler Zoning Form.

If you are changing any portion of your dealership such as changing the name, adding a location, changing a location, applying for an additional type of license etc., you must contact this office. A renewal is just that, renewing what you currently have. Any changes must be done separately. If you have any questions, please contact us at 624-9000 extension 52143.