

RENEWING YOUR 2022 DEALER LICENSE & PLATES

An informational handout from MADA

PLEASE NOTE

- ❑ The state will mail (via USPS) your renewal packets - including supplementals - to your main lot.
- ❑ Completed renewals should be submitted by Nov. 15, 2021.
- ❑ **IMPORTANT!!** Keep your current dealer plates. The state is renewing your dealer plates with TABS again this year.



CARS IS OPEN FOR ONLINE RENEWAL

Dealers may now renew online with or without the paper renewal mailed by the state. We encourage dealers to renew early to avoid processing delays.

- ❑ There is no PIN access code required.
- ❑ **Only the account manager can access renewal activity.**
- ❑ The state hopes you are logging in on a regular basis to manage your account, but if not, the login becomes inactive after 12 months of inactivity. If this happens please contact MADA for assistance.

KEEP YOUR DEALER PLATES

Dealer plates will again be renewed with tabs. A few things to remember:

- Tabs will be mailed once a dealer's renewal has been processed and issued.
- **Dealers with 20 or more plates** will receive their tabs up to 4 weeks after the renewal is processed. Please be patient; the old tabs don't expire until Feb. 2022.
- When requesting additional or replacement plates, the tabs may arrive separate from the plates.
- **Tabs are PLATE SPECIFIC. The number on the tab must correspond with the plate number.**

MORE DETAILS ABOUT PLATES & TABS

With dealer plates being kept from one year to the next, it is important to keep accurate inventory of plates/tabs and report any lost or stolen plates.

- ❑ To **increase your plate allotment**, submit an additional plate request (Form AR-0036).
- ❑ To **reduce your plate allotment**, specify the exact plate numbers you will no longer use. Space is provided on the renewal application.
- ❑ **Lost, stolen, or erroneously placed tabs** are subject to standard replacement fees and procedures. Form AR-0036 would also be used for these situations.
- ❑ **I have a current multi-year license...what about my tabs?** Tabs will be automatically processed and mailed for dealers with an active multi-year license.

HAVE BUSINESS OR LICENSE CHANGES?

It is suggested that most changes (such as change of address or change of officer) be dealt with **after** your dealer license has been renewed. The state prefers that changes to your business or license be done outside of renewal season in order to streamline renewal processing. **Any changes submitted with a renewal must be completed by the state prior to processing the renewal.**

However, if you are making a **corporate name change**, which will amend the name on your license, this will trigger a number of additional requirements. In this situation, we recommend that you handle the name change at renewal time. MADA would be happy to look at your paperwork and help you through the process.

****With processing times in mind, if you are planning any type of business or license change, it will be very important that you get your license renewal submitted early!****

ACORD FLEET INSURANCE

A current copy of a dealership's certificate of liability insurance (ACORD) must be in your e-Services account at all times. This can be uploaded when renewing online, or include a copy with your mailed renewal. A few reminders:

- ❑ Under the automotive liability section "Any Vehicle" or "All Owned Vehicles" must be marked.
- ❑ The insured dealership name must be your exact legal business name.
- ❑ The state suggests that dealers ask their insurance provider to make the "State of Michigan - Business Licensing Section" a certificate holder to ensure the information stays current with the state.

I DIDN'T GET A RENEWAL FROM THE STATE

Dealers have the option to renew for 1-4 years at a time (all fees paid up front; no refunds). Those in the middle of a multi-year renewal cycle will not receive paperwork this year.

- ❑ **Do I have a multi-year renewal?** Check the expiration date on your wall license or within CARS e-Services.
- ❑ **It looks like I do need to renew, but I didn't get paperwork. Now what?** You can simply log into your CARS account and renew without the mailed paperwork. If you have trouble, give MADA a call.

QUESTIONS? CONTACT MICHELLE BRENNKE

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